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ABSTRACT

This is an annotated directory of literature, films, training aids, and consultants on personnel and labor practices related to equal employment and affirmative actions issues. It was created to provide the working affirmative action/equal employment specialist with information that may facilitate the successful implementation of affirmative action programs in business, industry, government, and educational institutions. The introduction gives a brief history of publications in this field--very few existed before the mid-sixties--and defines key terms such as "employment opportunity" and "employment discrimination." The directory is organized into the following six chapters: (I) books, monographs, and pamphlets; (II) articles; (III) periodicals; (IV) consultants; (V) films and cassettes; (VI) training kits, programs, and tools. A series of appendices provide sample forms, procedures, and other information deemed useful by affirmative action practitioners. The directory concludes with four indices: name index of authors and consultants; title index for books, articles, and periodicals; title index for films, cassettes, and training kits; index of publishers and distributors. (Author/KH)

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RESOURCES FOR AFFIRMATIVE ACTION:

AN ANNOTATED DIRECTORY OF BOOKS, PERIODICALS, FILMS, TRAINING AIDS, AND CONSULTANTS ON EQUAL OPPORTUNITY

Edited by
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U.S. DEPARTMENT OF EDUCATION
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Ed Smith

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

UD023565

This Book is Dedicated to our Spouses and Children:

Ray and Catherine Elizabeth Cannon

Vera, Jahi, and Malcolm Smith

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The comprehensiveness and format of this resource directory are the responsibility of the editors who accept full responsibility for any errors in the text. Hopefully, additional resources will be brought to our attention since it is our aim to revise and publish new editions of this book at periodic intervals.

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INTRODUCTION

Historically, the notion of personnel administration in the world of employment in the United States was generally unknown until this century. In fact, it was not until the 1930's that the first industrial relations officers were appointed and began to operate in the administrative structure of organizations. While the functions, duties, and responsibilities associated with these offices expanded, it was not until the 1960's, however, that recognition was given to the appointment of equal employment/affirmative action officers.

As suggested by this brief chronology of events, a considerable body of literature on personnel and labor relations practices has developed over the years. However, very little information on equal employment or affirmative action was published prior to the mid-1960's and most of what is in use today is of more recent vintage. For the working affirmative action/equal employment specialist, a major handicap has been the lack of information on resources available in the field. It is the mission of this book to fill that void and present relevant information on books, articles, periodicals, consultants, films, and other tools that may facilitate the successful implementation of affirmative action programs in business, industry, government, and educational institutions.

Two terms used frequently in this book merit definition: equal employment opportunity and affirmative action.[1]

Equal employment opportunity is the right of all persons to work and advance on the basis of merit, ability, and potential. Employment discrimination results from those activities, both deliberate and unintentional, which prevent the achievement of equal employment opportunity, particularly on the basis of race, color, religion, sex, national origin, age, or handicapping condition.

In defining employment discrimination, the courts have added specifics to help clarify what is meant by employment discrimination such as the following:

... underrepresentation of certain classes of employees in specific departments, positions, or levels of employment--both relative to the total employment in the organization and in the labor pool from which applicants are drawn.

... only using limiting recruiting sources such as those which serve primarily white, male applicants.

... labor-management agreements which conflict with basic equal employment principles.

... requiring that candidates for employment or promotion possess more than basic skills required for the specific job, called the bona fide occupational qualifications (BFOQ). This includes unnecessarily high educational, experience, or physical standards.

... differential compensation for same level of work via pay rates or fringe benefit plans.

... unequal work opportunity/selection rates for training experiences, transfers, shifts, hours of work, etc.

... less than complete use of available recources for publically announcing or advertising openings for new hires or promotional opportunities.

Affirmative action is the active and positive process by which an organization seeks to achieve its goal of equal employment, by not only passively removing discriminatory barriers to employment but also actively seeks out both applicants and employees from underrepresented groups.

The abbreviation "AA/EEO" is often used to refer to the affirmative action/equal employment opportunity process or to the officers responsible for it.

Based upon their own backgrounds and drawing upon the experience of literally hundreds of practicing specialists in the area of affirmative action, the editors developed this book to fill a void in its field.

---

[1] For more information on definitions in the field, see Calvert, Robert Jr., Affirmative Action: A Comprehensive Recruitment Manual. Garrett Park, Maryland: Garrett Park Press, 1979, pp. 282-284 (from which the above were taken).

At the same time that they provided information for this book, the affirmative action officers who contributed to its development also cited their need for its resources. Illustrative comments included the following:

> Certainly, this Directory is needed and welcomed. I commend you on the creation of this project and hope that the information provided by this department will be helpful.
>
> The scope of the project you are undertaking is overwhelming but should be a valuable resource for all AA/EEO practitioners.
>
> You can drown in this mess! Even our attorney has difficulty keeping it all straight at times.
>
> The task for compiling a resource directory is no small undertaking .... We wish you the best of luck and success in this worthy pursuit.
>
> The proposed directory would certainly appear to be helpful to those of us who practice EEO/AA ....
>
> Thank you for undertaking this project--it is sorely needed.

Our review of the literature reinforced our views on the need for a comprehensive resource directory that features a number of tools useful to practitioners. But first, it is important to cite those related works which merit attention. In the mid-1970's the Equal Employment Opportunity Commission published a two-volume work entitled Affirmative Action and Equal Employment: A Guidebook for Employers. Copies of this valuable reference, now suitably dog-eared, are still seen in some affirmative action offices. The fact that this book is out-of-date made us cognizant of the information void that this directory seeks to fill. Forrest's book on Affirmative Action and Equal Employment: A Selected Bibliography (1980) and VanderWaerdt's work on Affirmative Action in Higher Education: A Sourcebook (1981) are of high quality but limited in terms of scope and time period. Finally, A Catalog of Resources: Training for Affirmative Action/Equal Employment Opportunity, published by TRS, was never updated and appears to be similarly outdated.

Several approaches were used to gather information and data for this book:

> First, 1,300 members of the American Association for Affirmative Action were contacted via a full-page advertisement in the Association's newsletter (see Appendix G) and asked to nominate and cite resources which they had found useful in practice.
>
> Secondly, selected associations including the American Council on Education's Council of Fellows in Academic Administration, the National Association of Affirmative Action, and state affirmative action associations were similarly asked to suggest resources.
>
> Thirdly, business organizations, municipal and state governments, federal agencies, public school systems, trade and professional associations, and postsecondary boards of education were also invited to cite resources.
>
> Fourthly, some of the traditionally Black colleges were asked to submit their suggestions. That even they may need this resource was suggested by this comment:
>
> > We are a small Black undergraduate institution. There is no stated Affirmative Action/Equal Opportunity person. The university, however, had a judgment rendered against it by a white female staff member who charged sexism and racism (reverse discrimination). There are no established grievance procedures. This fact alone was the basis for the suit .... I am the first female to occupy this relatively high administrative post in the 100-year history of this institution so you can see how far we have to go.

Responses gathered from these contacts ranged from extensive listings of resources to isolated citations. All were helpful in showing what materials were available and in supplementing the bibliographic information identified by the editors. The editors, themselves, made no attempt to evaluate the materials cited by the contributors for such an undertaking would be an almost impossible task and, as is known, what may be an ideal resource for one practitioner may be of little value to another.

The Directory itself is organized into the following six chapters:

Chapter I: Books, Monographs, and Pamphlets

Chapter II: Articles

Chapter III: Periodicals

Chapter IV: Consultants

Chapter V: Films and Cassettes

Chapter VI: Training Kits, Programs, and Tools

Within each chapter, entries are presented alphabetically by name of author, organization, or item listing. Each item is numbered to facilitate indexing entries and in some instances entries appear in more than one chapter. With the exception of Chapters III and IV, a separate index of contacts, publishers, and distributors is provided at the end of each section; names, addresses, and telephone numbers are provided for the sources or listed items. Following the six chapters is a series of appendices which provide sample forms, procedures, and other information deemed useful by affirmative action practitioners. Finally, four indices are provided:

Name index of authors and consultants (in some cases, an organization is the author).

Title index for books, articles, and periodicals.

Title index for films, cassettes, and training kits.

Publishers and distributors index.

It is our hope that this Resource Directory will be a valuable source of assistance to affirmative action officers and will contribute to the process of realizing the goal of equal opportunity for all. Comments, suggestions, and citations of additional resources should be sent to either of the editors:

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Note: All entries in the Directory appear in numerical order. In some cases, however, not every number is used (for example, 162 and 163 are not used, the sequence moves from 161 to 164). In other cases, additional entries were added and some numbers were used twice (for example, see 3A and 3B).

CHAPTER I: BOOKS, MONOGRAPHS, AND PAMPHLETS

This first chapter cites books, monographs, and pamphlets dealing with affirmative action and equal opportunity (AA/EEO) issues and concerns. Although these references are not categorized, there emerges a substantial coverage of a broad range of subjects relating to compliance, recruitment, employment, training, and cases of discrimination.

Compliance information entries summarize applicable laws, regulations, Executive Orders, and judicial decisions relative to affirmative action programs in business, industry, government, and institutions of education. Resources focusing on assuring compliance with the law range broadly from analyses of major employment laws and practices to practical 'how to' considerations and suggestions for employers and practitioners. These citations deal with members of minority groups, females, veterans, older workers, and handicapped persons; many are intended to use in training programs or employee orientation.

While the duties and responsibilities of AA/EEO practitioners may vary according to organization or institution, almost all involve employment procedures. Listed in this chapter are materials which may assist the practitioner in his/her implementation of affirmative action in employment practices and procedures. For example, a number of entries identify national recruitment sources for female or handicapped employees. Complementing these national sources are lists of local or specialized sources useful to particular groups or organizations. Information on conducting a lawful interview, illegal, versus legal testing as well as job searches, resume writing, and available job opportunities are features of a number of entries. In addition, special consideration is given to employment practices ranging from promotion, salary structures and merit to sexual harassment, on-the-job discrimination, and termination.

Many of the references relate to some part of the training process. Suggestions and guides for developing an effective Affirmative Action Program, augmenting recruitment sources, creating barrier-free structures, and implementing career development programs are also addressed. A number of the comments appear also in quotation marks, reflecting the fact that these were the actual comments made by affirmative action officers who recommended or commented on the cited resource.

Finally, considerations of a more general nature are cited and cover such categories as equal educational opportunity, nontraditional careers, and definitions of racism and prejudice.

An Index of Contacts for Books, Monographs, and Pamphlets immediately follows the alphabetical listing of the 524 entries cited. Names, addresses, and telephone numbers (where available) of 209 contacts are presented in alphabetical order in this section.

List of Resources

1. Abramowitz, Elizabeth A. Equal Educational Opportunity for Blacks in U.S. Higher Education. Washington: Howard University Press, 1976. 330 pp. $7.95.

   "The author discusses equal educational opportunity for Blacks in institutions of higher education. Topics include problems, access, distribution and persistence, barriers encountered, and impact of educational opportunity upon income and federal policies related to equal opportunity."

2. Abramson, Joan. Old Boys - New Women: The Political of Sex Discrimination. New York: Praeger Publishers, 1979. 236 pp. $9.95 (paper).

   This book "contains 150 case illustrations of sex discrimination in workplace. Topics include (1) sex discrimination in employment; U.S. law and legislation, (2) sex discrimination against women, (3) employed women, and (4) agencies examined, including the Office of Federal Contract Compliance Programs and the Equal Employment Opportunity Commission."

3. Abramson, Joan. The Invisible Woman: Discrimination in the Academic Profession. San Francisco: Jossey-Bass, Inc., Publishers, 1975. 248 pp. $14.95.

   "A presentation of the author's challenge against the University of Hawaii's decision of non-tenure and her sex discrimination charge. An analysis of the academic setting, exploration of appeal methods and notation of steps required for voluntary compliance are provided."

3A. Academy for Educational Development. Educational Opportunities for Handicapped Students. Washington: Academy for Educational Development, 1982.

   This book contains ideas to help colleges and universities better meet the needs of handicapped students and staff.

3B. Agid, Susan. Fair Employment Litigation: Proving and Defending a Title VII Case. Second Edition. New York: Practising Law Institute, 1979. $40.00.

   Guidelines for effective handling of cases based upon Title VII regulations.

4. Agranoff, Robert, Alex Pattakos, and Jo Anne Tomczak. Inventory of Mental Health, Developmental Disability and Substance Abuse Services. Washington: National Center for Productivity and Quality of Working Life, 1978. 208 pp. Paper, $17.00; Microfiche, $3.50.

This Inventory is a "computer printout containing the names of service agencies, types of clients served, services offered, addresses, sources of financial assistance, sponsoring organizations, hours of operation, program purposes and service fees."

5. Alcon, Norma, and Sylvia Kossnar. The Bibliography of Hispanic Women Writers. Bloomington, Indiana: Indian University, Chicano-Riqueno Studies, 1980. 85 pp.

A useful resource "consisting of 400 works on Hispanic women writers from 1922 to the present. This bibliographic list provides information on novelists, playwrights, poets, and others; a Spanish and Spanish-American literature index; and annual addendum. Excellent resource for programs and courses on women in Hispanic literature."

6. Aldrich, Michele L., and Paula Quick Hall. Programs in Science, Mathematics and Engineering for Women in the United States: 1966 - 1978. Washington: American Association for the Advancement of Science, 1980. 292 pp.

"A detailed inventory of programs in science, mathematics, and engineering ranging from elementary through graduate school programs. Sections on reentry women, graduate school, associations and committees on or for women are included. An index of professional discipline, funding sources, and sponsors is given according to state."

6A. Almquist, Elizabeth M. Minorities, Gender, and Work. Lexington, Massachusetts: Lexington Books, 1979. $18.95.

A review of basic issues related to minority equality in employment.

7. Alvarez, Rodolfo, Kenneth G. Lutterman, and Associates. Discrimination in Organizations. San Francisco: Jossey-Bass Inc., 1979. $17.95.

This book "examines new measurement techniques for disclosing the degree to which an organization's management policies discriminate against minority groups or women. It illustrates how social indicators can be useful in detecting discrimination in all types of organizations--military, business, research organizations, health agencies, media, and colleges and universities."

8. AMACOM Staff. EEO: Avoiding Compliance Headaches. New York: AMACOM, 1981. $8.00.

"This publication puts equal employment opportunity laws and regulations in their proper perspective. A practical and useful book."

9. AMACOM Staff. How to Eliminate Discriminatory Practices: A Guide to EEO Compliance. New York: AMACOM, 1975. $12.95.

"... designed to be helpful to managers in placing their organization in equal employment compliance."

10. America, Richard F., and Bernard E. Anderson. Moving Ahead: Black Managers in American Business. New York: McGraw-Hill Book Company, 1978. 208 pp. $17.50.

This book "discusses characteristics, attitudes, and research on Black managers in the United States. A practical approach to professional experiences and a discussion of topics such as the aspiring manager, gaining a mentor, exercising power and control, and charges of discrimination are provided by the authors. Excellent book for EEO relations training programs."

11. American Association of Collegiate Registrars and Admissions Officers and the American Council on Education. Recruitment, Admissions, and Handicapped Students. Washington: U.S. Department of Education, Office for Civil Rights, 1978. 28 pp.

This important guide, "intended primarily for use by admissions officers, provides information on how to deal with students with handicapped conditions without breaking the law. Admissions, recruitment, tests, and the like are covered in the report."

12. American Association of University Women. Professional Women's Groups. Washington: American Association of University Women, 1981.

"A resource of organizations maintaining professional rosters of women for referrals."

13. American Bankers Association Staff. Affirmative Action Compliance Manual for Banks. Washington: American Bankers Association, 1981.

The manual is designed to be a practical handbook and covers such areas as "(1) an overview and analysis of the applicable federal laws and regulations, (2) model affirmative action compliance plans (AACP'S) with sample text and narrative explanation, (3) a case study for completing the workforce and utilization analysis, (4) a glossary of commonly used EEO terms, and (5) organizational charts showing how the requirements are enforced."

14. American Bankers Association Staff. Equal Employment Opportunity: Laws and Regulations Impacting on the Banking Industry. Washington: American Bankers Association, n.d.

15. American Bar Association. Conducting a Lawful Interview. Chicago: American Bar Association, Human Resources Department, 1979.

"A succinct and simply written guide to the interview process. A useful tool for practitioners."

16. American Bar Association. Equal Employment Opportunity/Affirmative Action Supervisory Handbook. Chicago: American Bar Association, Human Resources Department, 1978.

"This pamphlet gives an overview of laws, orders, and enforcement policies. A thorough discussion of the interview and selection processes is also provided.

17. American Indian Studies Center. Multicultural Education and the American Indian. Los Angeles: UCLA, 1979.

"The purpose of this book is to promote a better understanding and appreciation of the diversity and the traditions of various cultures and nationalities. It represents the published results of the American Indian Studies Center's 1979 Conference on issues of contemporary importance to Native Americans. The perspective ranges from the roots of traditional Native American philosophy to educational policies, loss of parental and tribal control over Indian education to the formation of true multicultural ideas."

18. American Physical Society. Wanted: More Women in Science and Technology. New York: American Physical Society, 1981. $3.00.

"A packet of information on a number of topics including (1) What Every Young Woman Should Ask About Future Career Opportunities, (2) What Counselors and Teachers Can Do to Encourage Young Women, (3) An Overview of Science and Engineering Careers, and (4) Especially for Women Students: Facts, Fiction and Fun Reading About Science and Technology.

19. Anderson, Howard J. Major Employment Law Principles Established by the EEOC, the OFCCP, and the Courts (December 1964 - December 1980). Washington: Bureau of National Affairs, 1981. 120 pp. $19.50.

A handbook "containing information, historical analysis, and cases handled by the courts, EEOC, and OFCCP. The statutes involved are the Equal Pay Act of 1963, the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1971, and the Rehabilitation Act of 1973."

20. Anderson, Howard J. Primer of Equal Employment Opportunity. Washington: Bureau of National Affairs, 1978. 126 pp. $9.00

This manual "examines equal opportunity in employment, the law and legislation, pay rates, and various types of discrimination--age, handicap, racial, religious, and sex. It provides a comprehensive summary of all of the laws and regulations governing equal employment opportunity. Perfect for acquainting any individual with background information about affirmative action and equal employment opportunity."

21. Anderson, Scarvia (Ed.). Sex Differences and Discrimination in Education. Worthington, Ohio: Charles A. Jones Publishing Company, 1978.

This collection of essays, prepared under the auspices of the National Society for the Study of Education, focuses on "sex differences in general, in schools and preschools, and in higher education. Areas of special interest include the effects of race and sex on college admissions, the role of coeducation--how it fails women, and discrimination in admissions and employment. References are provided."

22. Anderson, William R., and Rhona Hartman. Higher Education and the Handicapped--1981 Resource Directory. Washington: HEATH/Closer Look Resource Center, American Center on Education, 1981. 10 pp.

"An annotated directory of publications and organizations relating to higher education for handicapped individuals. Helpful to students, administrators, and faculty."

23. Arizona State University, Office of Affirmative Action. Promoting Education Equity Through School Libraries. Tempe: Arizona State University, n.d.

"This program was developed by WEEAP and consists of seven booklets on evaluating new materials, identifying alternative reference sources, and helping students and their parents use library, school, and community resources. Suggests ways to promote the use of sex-fair materials throughout the school and community."

24. Armstrong, Jane M. Achievement and Participation of Women in Mathematics: An Overview. Denver: Educational Commission of the United States, 1980. Free.

"A report which proposes methods and strategies for reducing the imbalance of females in certain areas of mathematics achievement. Included are programs to deal with math anxiety, math requirements for various career fields, and aids to facilitate realistic goals for women."

25. Associated Educational Consultants, Inc. Physical Accessibility of Public Supported Vocational Schools for Handicapped Students. Harrisburg, Pennsylvania: Dr. Clarence Dittenhafer, 1978. 68 pp.

"A report summarizing the costs and extent of structural changes needed to be made to existing buildings in order to ensure accessibility to handicapped persons for vocational programs in Pennsylvania. Included are a review of the literature, interviews, on-site visits, and data concerning accessibility checklist, correspondence and standards."

26. Astin, Alexander, Bruce Fuller, and Kenneth Green (Eds.). Admitting and Assisting Students After Bakke. San Francisco: Jossey-Bass Inc., Publishers, 1978.

These authors, "explore the Supreme Court's Bakke Decision and its implications for admissions procedures, attrition rates of minority students and state policy."

27. Astin, Helen S., and Werner Z. Hirsch (Eds.). The Higher Education of Women. New York: Praeger Publishers, 1978. 214 pp. $19.95.

"A collection of essays written by eminent scholars on the role women have played in shaping the field of higher education. Special topics include: (1) Civil Rights and The Women's Movement, (2) Women Ph.D.'s and the Labor Market, (3) Employment for Educated Women, (4) Leadership in Higher Education, (5) History of Women in Higher Education and the Establishment of Women's Colleges, and (6) National Policy."

28. AVON Books Editorial Staff. ACLU Handbook. New York: Avon Books, 1980.

"A series of paperback books dealing with various Affirmative Action/Equal Employment Opportunity Issues."

29. Backhouse, Bonnie. Fighting Sexual Harrassment! An Advocacy Handbook. Cambridge, Massachusetts: Alliance Against Sexual Coercion, 1981.

This handbook "deals with ways in which to incorporate sexual harassment services into existing agencies, community centers, and women's working groups. It provides case studies and a sample of the 'Redbook Questionnaire' regarding the numerous forms of harassment."

30. Backhouse, Constance, and Leah Cohen. Sexual Harassment On the Job. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1980. 240 pp. $12.95.

In this book, the authors "demonstrate the prevalence of sexual harassment in the working environment through the use of statistical studies, case materials, historical records, and interviews with personnel managers and key executives and court cases. Recommendations are given on how to deal with the problem."

31. Bailey, Robert L., and Anne L. Hafner. Minority Admissions. Lexington, Massachusetts: Lexington Books, 1978. 213 pp. $18.95.

These authors "explore the changing role of admissions policies and practices in higher education in relation to the problems of minority access and admissibility. The book focuses on the Bakke case and on the process of admissions."

31A. Baldus, David C. and James W. Cole. Statistical Proof of Discrimination. New York: McGraw-Hill, 1980.

"Provides information on how to use statistical measures to measure possible discrimination."

32. Banks, James A. (Ed.). Multiethnic Education. West Haven, Connecticut: NEA Distribution Center, 1981. 192 pp. $14.95.

"A comprehensive and current perspective of multiethnic education is provided in this book. A philosophical orientation, historical background, and research analysis of multiethnic education is discussed. Special attention is given to topics such as cultural pluralism, language diversity, testing, teacher preparation, and the community and multiethnic education."

33. Baxter, Ralph H., Jr. Sexual Harassment in the Workplace: A Guide to the Law. New York: Executive Enterprises, Inc., 1981.

In this important book, the author "explains conduct that constitutes sexual harassment, the current law, relevant issues, and remedial actions. Case illustrations, EEOC Guidelines on Sexual Harassment, Tort liability and readings are included."

33A. Bean, Frank D. and W. Parker Frisbie (Eds.). Demography of Racial and Ethnic Groups. New York: Academie Press, 1978. $26.50.

A part of the Studies in Population Series which deals with determining basic information on numbers and characteristics of minority groups.

34. Beaumont, Andre G., and Rena D. Godbolt (Eds.). Handbook for Recruiting at Minority Colleges. Bethlehem, Pennsylvania: College Placement Services, 1981. 111 pp. $10.00.

This handbook "contains information on almost 100 four-year colleges and universities with minority group enrollments of 50 percent or higher. Data on enrollment, curriculum, graduating classes, placement services, and careers are provided."

35. Benokraitis, Nijole V., and Joe R. Feagin. Affirmative Action and Equal Opportunity. Boulder, Colorado: Westview Press, 1978. 225 pp. $24.50.

"This book is aimed at responding to two questions; namely: (1) Is affirmative action producing equal employment opportunities, and (2) Has it resulted in greater and undeserved inequality for white males? Empirical data is provided by the authors to answer these questions. Of special interest is a chapter on females and minority group students and faculty; the authors contend that affirmative action in higher education has been, at best, a compromise."

36. Berman, Elanor. Reentering: Successful Back to Work Strategies for Women Seeking A Fresh Start. New York: Crown Publishers, 1980. 179 pp. $8.95.

"A practical book on returning to the work setting. First-hand accounts of school reentry, assessments of job strengths, resume writing, job interviewing, and balancing home and school responsibilities are presented. Career counseling centers and specific occupations are listed.

37. Berry, Margaret (Ed.). Women in Educational Administration: A Book of Readings. Washington: National Association for Women Deans, Administrators and Counselors, 1979. 180 pp. $8.50.

"A collection of readings on women in educational administration and leadership positions."

37A. Berwitz, Clement J. The Job Analysis Approach to Affirmative Action. Somerset, New Jersey: Wiley, 1975. 327 pp. $29.95.

Use of job analysis in determining equitable salary and other considerations to help reduce discrimination.

38. Bickel, Robert D., and Judith A. Brechner (Eds.). The College Administrator and the Courts. Asheville, North Carolina: College Administration Publications, Inc., 1980. 11 pp.

This report contains "a series of court cases impacting higher education administration. Each case includes a legal citation, facts summary, review of fundamental issues, the answer and reasoning of the court. Topics include: (1) Faculty Employment, (2) Faculty Contracts, (3) Faculty Termination, (4) Employment Discrimination, and (5) Due Process in Dismissal."

39. Biddle and Associates, Inc. Special Occupational Tabulation. Sacramento: Biddle and Associates, Inc., n.d.

"... is a computerized file of requisite skills availability data. It includes the experienced civilian labor force, employed and unemployed, for 23,000 occupational titles combined to form 426 occupational job groups. The data is available on computer printouts for total males and females by race/ethnic group (White, Black, Hispanic, Asian, American Indian, Other, and Total Minority). Data can be ordered for any or all job groups for the entire United States or by state, county, SMSA, or central city."

40. Biklen, Sari Knopp, and Marilyn B. Brannigan (Eds.). Women and Educational Leadership. Lexington, Massachusetts: Lexington Books, 1981. 269 pp. $22.95.

The essays contained in this volume "examine women's position in the fields of primary and secondary education with respect to leadership positions and roles. Topics on the psychology of leadership and sex bias in educational administration are included."

41. Bisconti, Ann Stouffer. Low Income Students in College and Careers. Bethlehem, Pennsylvania: The College Placement Council Foundation, 1978. 20 pp. $2.00.

"This monograph, based on survey data from the Cooperative Institutional Research Program, demonstrates how low-income students similarly complete four-year baccalaureate degree programs but are less likely to attend graduate school. The study also shows how low-income and disadvantaged students tend to select human-service oriented careers and jobs."

42. Black Collegian. Resumes of Minority College Students (Two Volumes). New Orleans: Black Collegian, 1980.

"Two volumes of resumes of minority college students in accounting, business administration, biology, chemistry, engineering, and mathematics."

42A. Blackwell, James F. Mainstreaming Outsiders: The Production of Black Professionals. Bayside: General Hall, 1981. 345 pp. $30.95.

"A review of the progress made since the 1970's of Black Americans' enrollment in professional and graduate training. Also includes a discussion of the policy problems related to the shift of minorities into prior white-dominated fields."

44. Block, Marilyn, Janice Davidson, and Jean Grambs. Women Over Forty: Visions and Realities. New York: Springer Publishing Company, 1981. 157 pp. $11.95 (paper).

"This book presents research on the extension of a women's development into mature adulthood and old age. Topics such as images of older women, mental health and related issues, employment and retirement, and ethnic and racial differences in women are considered.

47. Bowe, Frank. Handicapping America: Barriers to Disabled People. New York: Harper and Row Publishers, 1978. 254 pp. $14.95.

"An analysis of how barriers are erected, the types that exist, and how they affect disabled Americans is provided in this book. Solutions to and arguments for better treatment and opportunities for handicapped

individuals as well as an orientation to the basic rights of these individuals are considered. Organizations and government programs for the handicapped are cited along with an index and reference section."

48. Bowe, Frank. Rehabilitating America: Toward Independence for Disabled and Elderly People. New York: Harper and Row Publishers, 1982. 256 pp. $11.95.

This new book "contains a plan for rehabilitating the disabled and elderly and our society--by establishing conditions under which these individuals can work and live independently."

49. Briley, Thomas, and Jeynean Porter. The Resume Kit and Job Search Guide. Palo Alto: Mayfield Publishing Company, 1981.

"An excellent resource that contains a job search guide, sample resumes, forms for writing resumes, letter of application guide, and instructions for preparing for the interview process. Ten sample resumes are included for review."

50. Brown, Barbara A., and Others. Women's Rights and the Law: The Impact of the ERA on State Laws. New York: Praeger Publishers, 1977. $11.95 (paper).

In this work, "women's rights and the law are given close examination. The civil rights of women, employment, and employment-related benefits as well as instances of sex discrimination are discussed."

50A. Brown, Charles I. and Benjamin F. Speller, Jr. Desegregation and the White Presence on the Black Campus: A Bibliography for Researchers. Durham: North Carolina Central University, 1980. 46 pp. $3.00.

"Developed by the staff of the Institute of Desegregation, this reference work cites books, monographs, articles, and other written resources dealing with desegregation issues, such as the role of the traditional Black colleges and the status of white students in them."

51. Brown, Frank, and Madelon D. Stent. Minorities in United States Institutions of Higher Education. New York: Praeger Publishers, 1977. 178 pp. $17.50.

"A comprehensive review of minority enrollments and their educational achievements. Information on all major minority groups is given according to institutional type and control, type of division and discipline. A bibliography is included.

52. Brown University. Men and Women Learning Together: A Study of College Students in the Late 70's. Providence: Brown University Press, 1981. 295 pp. $6.00.

"Based on a survey of students attending Barnard College, Brown University, Dartmouth College, Princeton University, the State University of New York at Stony Brook, and Wellesley College, this book reflects the experiences of female and male students learning together and differences they encounter."

53. Bryson, Jeff, and Rebecca Bryson (Eds.) Women in the Work Force: Confrontation with Change. New York: Human Science Press, Inc., 1972. 76 pages. $12.95.

54. Buckley, John J., and Eleanor G. Feldbaum. Faculty Influences on Black Recruitment and Retention in Schools of Nursing. College Park, Maryland: Program of Health Services Delivery, Bureau of Governmental Research, University of Maryland, 1981. 44 pp. $1.00.

"A report of a three-year nationwide study on recruitment and retention policies and practices by schools of nursing."

54A. Bullock, Paul (Ed.). Minorities in the Labor Market: American Indians, Asian Americans, Blacks, and Chicanos. Los Angeles: UCLA Institute of Industrial Relations, 1978. $5.50.

55. Bureau of Law and Business. Law for Personnel Managers: How to Hire the People You Need Without Discrimination. Stamford, Connecticut: Bureau of Law and Business, 1981. 96 pp.

"... a comprehensive, 96-page handbook of compliance strategies."

56. Bureau of National Affairs Editorial Staff. Affirmative Action Compliance Manual. Washington: Bureau of National Affairs, 1981.

A manual of "compliance guidelines, policies, procedures, and regulations set forth by the Office of Federal Contract Compliance Programs. An excellent tool for ensuring affirmative action compliance."

56A. Bureau of National Affairs Editorial Staff. ABC's of the Equal Employment Opportunity Act. Washington: Bureau of National Affairs, 1972. 40 pp. $2.00.

"This book provides a section-by-section analysis of the Civil Rights Act of 1972."

56B. Bureau of National Affairs Editorial Staff. Age Discrimination in Employment Act Amendments of 1978. Washington: Bureau of National Affairs, 1978. 184 pp. $2.50.

"This book reviews the 1978 amendments to the Age Discrimination in Employment Act of 1967 and comments on their significance."

57. Bureau of National Affairs Editorial Staff. Decisional Thinking of Arbitrators and Judges: Proceedings of the 33rd Annual Meeting of the National Academy of Arbitrators. Washington: Bureau of National Affairs, 1981. 491 pp. $20.00.

In these proceedings, "distinguished labor relations specialists explore a wide range of topics including arbitration of discrimination grievance, differences in the decision-making process for judges and arbitrators, and how overlapping issues are being and should be handled by the Board, the courts, and arbitrators."

58. Bureau of National Affairs Editorial Staff. EEOC Compliance Manual. Washington: Bureau of National Affairs, 1981.

"This book contains detailed information on compliance procedures, investigation techniques, recruitment and hiring standards, interview guidelines, testing and employee selection techniques, conciliation standards, and litigation policies. A practical and helpful tool for practitioners."

59. Bureau of National Affairs Editorial Staff. Sexual Harassment and Labor Relations. Washington: Bureau of National Affairs, 1981. 104 pp. $10.00.

"A report focusing on sexual harassment in the working environment. Included are a review and analysis of legislation and regulatory developments, litigation, and rulings. Data obtained from a special survey on the sexual harassment issue are also presented. Bibliographic references, case studies and text of the law, and sample policies on sexual harassment in the corporate sector are contained in the text."

60. Bureau of National Affairs Editorial Staff. The Equal Employment Opportunity Act of 1972. Washington: Bureau of National Affairs, 1973. 432 pp. $17.50.

"This book consists of, in addition to the text of the law iteself, an editorial analysis, discussion of court decisions under the Civil Rights Act of 1964, congressional reports and excerpts from congressional debates, and legislative history of the Act."

61. Burlew, Kathleen H. Affirmative Action: Black Women in Male-Dominated Professions. Madison, Wisconsin: American Society for Training and Development, 1979.

This monograph contains "a significant statement on the special form of discrimination experienced by Black women in the labor market."

62. Butler, Pamela E. Self-Assertion for Women. New York: Harper and Row, Publishers, 1981. $6.95 (paper).

"A practical and realistic book on self-assertion for females. Consists of materials on communicating about financial matters, dealing with sexual harassment and functioning independently in social and professional situations; it includes case histories, exercises, and an index."

62A. Buttler, Lois, and Lubomyr F. Wynar. Building Ethnic Collections: An Annotated Guide for School Media Centers and Public Libraries. Littleton, Colorado: Libraries Unlimited, 1977. $18.50.

"Suggestions for media dealing with minorities to be added to school and public libraries."

63. Byrd-Johnson, Linda, and Carol J. Smith (Eds.). Selected List of Post-secondary Education Opportunities for Minorities and Women. Washington: Superintendent of Documents, (S/N #065-000-00058-0), 1980. 106 pp. $4.50.

"A compilation of resources including (1) undergraduate and graduate financial resources by field of study, (2) female and minority resources, and (3) information concerning the Department of Education's major aid programs."

64. Cabinet Committee on Opportunities for the Spanish Speaking. Spanish-Surnames of College Graduates. Washington: Cabinet Committee on Opportunities for the Spanish Speaking, n.d.

"A listing of names, addresses, colleges, and major specializations of graduates with Spanish-surnames."

64A. Cabrera, Y. Arturo. Minorities in Higher Education. San Jose: Sierra Publications, 1978. $7.95.

"A review of the status of minorities in colleges and universities."

65. Calvert, Robert, Jr. Affirmative Action: A Comprehensive Recruitment Manual. Garrett Park, Maryland: Garrett Park Press, 1979. 380 pp. $15.00.

"A source book for developing a recruitment and employment program for minorities; its most valuable asset is a list of minority colleges, fraternities and sororities, newspapers, periodicals, television and radio stations, consulting firms, and skills banks. The book shows where to find the various minority groups (e.g., the geographical distribution) and how to reach them. An extensive bibliography is included."

66. Calvert, Robert, Jr. Equal Employment Opportunity for Minority Group College Graduates: Locating, Recruiting, Employing. Garrett Park, Maryland: Garrett Park Press, 1972. (Out of Print)

"Though out of print, this book is still quite useful in that it deals with topics of current interest. It has 12 chapters which thoroughly discuss such matters as (1) preparing the organization for recruitment, (2) recruiting through minority-group media, (3) interviewing and appraising minority group candidates, (4) testing practices and equal employment principles, and (5) community service and employer responsibility. Excellent tables and a bibliography are included."

67. Cammaert, Lorna P., and Carolyn C. Larsen. A Woman's Choice: A Guide To Decision Making. Champaign, Illinois: Research Press, 1981. 208 pp. $7.95.

"An important book on decision-making responsibilities. The authors examine personal, social, and sexual roles and show how to help females make realistic and practical choices and decisions."

68. Carnegie Council on Policy Studies in Higher Education. Making Affirmative Action Work in Higher Education. San Francisco: Jossey-Bass Inc., Publishers, 1975. 288 pp. $15.95.

"A report of the Carnegie Council on Policy Studies in Higher Education which discloses the results of a survey of 132 colleges and universities that brought new information about institutional affirmative action plans and practices. The book also covers academic personnel."

69. Carwell, Hattie. Blacks in Science: Astrophysicist to Zoologist. New York: Exposition Press, 1977. $6.00.

"Biographies of Afro-American scientists and women, and female scientists are presented in this book."

70. Cebulski, Bonnie G. Affirmative Action Versus Seniority--Is Conflict Inevitable? Berkeley: California Public Employee Relations Program, Institute of Industrial Relations, University of California, 1979, 50 pp. $5.00.

70A. Chandras, Kansour V. (Ed.). Racial Discrimination Against Neither--White Nor Black Minorities. Palo Alto: R and E Research Associates, 1978. $11.00.

"A review of discrimination against some of the less frequently cited minorities."

71. Charnes, A., and Others. Design and Development of Equal Employment Opportunity Human Resources Planning Models. San Diego: Navy Personnel Research and Development Center, 1979. (#NPRDC TR 79-14).

"A research report on equal opportunity in employment and a model of workforce planning are presented in this manual."

72. Cherin, Ellen, and Frank Armijo. Supplement to the Handbook for Institutional Academic and Program Planning. Boulder, Colorado: National Center for Higher Education Management Systems, 1980. 446 pp. $10.00.

"This supplement contains sample procedures, questionnaires, and reasons for colleges to employ when using the planning process described in a Handbook for Institutional Academic and Program Planning (1978). Relevant to equal employment opportunity/affirmative action."

73. Chinn, Phyllis Zweig. Women in Science and Mathematics. Arcata, California: Humboldt State University Foundation, 1981. 44 pp. $3.00.

"A bibliography of women in the fields of science and mathematics. Over 600 articles, books, pamphlets, newspapers, journals, and organizations are covered in this publication."

74. Churgin, Jonah R. The New Woman and the Old Academe: Sexism and Higher Education. New York: Libra Publishers, Inc., 1978. 254 pp. $7.95.

"Emphasizing women in society, this text covers socialization, expectations, and performance of women and how these factors influence them in decision-making responsibilities. Special focus is given to the topic of sexism as an overriding force and strategies for changes are suggested. An extensive bibliography is included."

75. Cohen, Marshall, Thomas Nagel, and Thomas Scanlon. Equality and Preferential Treatment. Princeton: Princeton University Press, 1976. $14.00.

These authors provide "a sound theoretical discussion of basic issues concerning equality and preferential treatment."

76. Cole, Jonathan R. Fair Science: Women In The Scientific Community. New York: The Free Press, 1979. $17.95.

In this book, "the author contends that 'Bias in promotions continues to be a formidable barrier for academic women,' and substantiates this fact by disclosing data on salary and status differentials between men and women in the academy."

77. Cole, Katherine W. (Consulting Editor). Minority Organizations: A National Directory. Second Edition. Garrett Park, Maryland: Garrett Park Press, 1982. 810 pp. $30.00.

"This directory provides a comprehensive listing of 7,100 organizations established by minority group members or which were established for the benefit of minority groups. Overall, the book lists the following number of organizations: (1) 1,642 Alaska Native or American Indian-oriented groups, (2) 925 Asian American-oriented groups, (3) 1,115 Black-oriented groups, (4) 1,561 Hispanic oriented groups, and (5) 1,943 organizations which are generally minority-oriented or serve more than one group."

78. Colgate, Craig, Jr., (Ed.). National Trade and Professional Associations of the United States and Canada and Labor Unions. Washington: Columbia Books, 1982. 444 pp. $35.00.

"A comprehensive directory of more than 5,500 national organizations which is useful in career guidance and placement. The name of the group/organization, address, title, and name of chief executive officer, size of membership, publications, and plans for future meetings are included."

79. College and University Personnel Association. Sexual Harassment: An Employment Issue. Washington: College and University Personnel Association, 1981.

This monograph "is aimed at responding to the many queries made about sexual harassment in the workplace. An analysis of harassment from a sociological and psychological perspective is given. Guidelines are also included."

80. College and University Personnel Association. 1980-81 Administrative Compensation Survey Report. Washington: College and University Personnel Association, 1981.

"The results of an annual survey of salary structures for males and females and minority group members are disclosed in this report."

81. College Entrance Examination Board. The Bakke Decision: Retrospect and Prospect. Princeton: The College Board, 1978.

"A summary report of six seminars conducted by the College Board on the topic of the implications of the Bakke Decision. The legal, educational, and social implications of the case are discussed in light of admissions policies, practices, and procedures."

82. Colwill, Nina. The New Partnership: Women and Men in the Organization. Palo Alto: Mayfield Publishing Company, 1982.

"This book provides a detailed discussion of sex roles in the organizational setting. A theoretical analysis, discussion of problems confronting both sexes, and presentation of alternatives for changes are provided by the author."

83. Commerce Clearing House. New 1978 Mandatory Retirement and Age Discrimination Rules with Explanations and State Survey. Chicago: Clearing House, Inc., 1978.

"This report focuses on the law and legislation concerning retirement age, compulsory retirement, and age discrimination."

84. Commerce Clearing House. The 1981 Guidebook to Fair Employment Practices. Chicago: Commerce Clearing House, Inc., 1981. 180 pp. $3.00.

"A guidebook which lists and describes numerous federal statutes and regulations regarding discrimination in employment. Circumstances in which employment decisions may be regarded as illegally discriminatory and those which are allowable exceptions are described in the text."

85. Committee for the Handicapped. Directory of Organizations Interested in the Handicapped. Washington: People to People Program, Committee for the Handicapped, 1980. 55 pp. $3.00.

86. Compensation Institute. Comparable Worth Analyses. Pacific Palisades, California: Compensation Institute, 1981.

This book "contains a questionnaire, complete analysis of job evaluation programs, and a report describing tests used in establishing the new non-discriminatory plan."

87. Compensation Institute. Nondiscriminatory Salary Report 1980-81. Pacific Palisades, California: Compensation Institute, 1981.

This practical text "contains a survey and model of nondiscriminatory information which limits bias in the workplace via adjusting for discrimination found in positions traditionally dominated by women and minorities. It discusses ways to create defensible structures and pay raises. Over 100 positions, charts, and nondiscriminatory factors are included."

88. Connecticut Education Association. Violence, The Klu Klux Klan and the Struggle for Equality: An Informational and Instructional Kit. New York: Council on Interracial Books for Children, 1981. 72 pp. $4.95.

"Developed in affiliation with the National Education Association, this book provides information about the Klu Klux Klan and the myths used in their literature. A detailed presentation of background information, 11 lesson plans, topical resource materials, and an annotated bibliography and glossary are included."

89. Cook, Paul F., Peter R. Dahl, and Margaret Ann Gale. Vocational Opportunities: Vocational Training and Placement of Severely Handicapped. Washington: Bureau of Education, 1978. 163 pp.

"This handbook examines major obstacles that prevent the severely handicapped from getting vocational training and employment as well as introduces strategies to overcome these barriers. The strategies presented should be of value to handicapped persons, trainers and placement officers, employers, and other advocates. A dictionary of occupational titles, bibliography, and list of aids and devices are included."

89A. Cotera, Martha. Profile on the Mexican American Woman. Austin: National Educational Laboratory, 1977. 267 pp. $8.00.

"A summary of information on Chicanas and their concerns."

90. Council for the Advancement of Small Colleges. Affirmative Action in the Independent College: A Practical Planning Model. Washington: Council for the Advancement of Small Colleges, 1977. $8.00.

"Excellent model with layman's explanation of how to establish an affirmative action plan and program. CASC gave our institution (and I am sure others) permission to reprint significant copies which makes the job that much easier."

91. Council on Foundations. Special Report on Hispanics and Grantsmakers. Washington: Council on Foundations, 1981. 120 pp. $5.95.

"This special report focuses on the needs of Hispanic persons in education, health, housing, job training, legal rights, and the aid private grantsmakers can give to this minority group."

92. Council on Interracial Books for Children. Chicano and Proud. New York: Council on Interracial Books for Children, 1981.

This pamphlet "presents historical, cultural, and current information on Chicanos. Lists of readings and illustrations are included. Pamphlets are available in both English and bilingual languages."

93. Council on Interracial Books for Children. Chronicles of American Indian Protest. New York: Council on Interracial Books for Children, 1981. 392 pp. $5.95.

"The American Indians' struggle for survival from 1662 through 1977 is discussed in this book. Additional reading lists are included. May be used at the high school and college levels."

94. Council on Interracial Books for Children. Definitions of Racism. New York: Council on Interracial Books for Children, 1981.

"This pamphlet contains a discussion of the difference between racism and prejudice. Several types of racism are defined, including individual, institutional, and cultural. Excellent for race relations training."

95. Council on Interracial Books for Children. Hidden Messages in Children's Stories. New York: Council on Interracial Books for Children, 1981.

This pamphlet "presents a discussion of the subtle ways in which racism, sexism, and elitism permeate stories."

96. Council on Interracial Books for Children. Stereotypes, Distortions, and Omissions in U.S. History Textbooks. New York: Council on Interracial Books for Children, 1981. 143 pp. $7.95.

"A comparison of differences and similarities in the historical experiences of minorities and women is presented in this text. A content analysis instrument is included for detecting sexism and racism in textbooks. Charts and additional information on Blacks, Asian Americans, Hispanics, American Indians, Puerto Ricans, and women are also included."

97. Council on Interracial Books for Children. 10 Quick Ways to Analyze Children's Books for Racism and Sexism. New York: Council on Interracial Books for Children, 1981.

"Specific methods for evaluating distortions, omissions, and stereotypes in books are contained in this pamphlet. A helpful tool in analyzing and detecting racism and sexism. Useful in workshops, classrooms, and conferences."

98. Council on Interracial Books for Children. Two History Texts: A Study in Contrast. New York: Council on Interracial Books for Children, 1981.

"This study plan and lesson guide presents two Mississippi State history books involved in a court case and shows differences with respect to enthnocentrism and cultural pluralism."

99. Cranfill, Floyd and Associates. Federal Contract Compliance Program Workbook. Arlington, Texas: Floyd Cranfill and Associates, 1981.

100. Curby, Vicki Morgan. Women Administrators in Higher Education: Their Geographic Mobility. Washington: National Association of Women Deans, Administrators, and Counselors, 1981.

101. Darkenwald, Gary and Gordon A. Larson (Eds.). Reaching Hard-To-Reach Adults. San Francisco: Jossey-Bass, Inc., Publishers, 1980.

"A sourcebook on how to market and develop programs to attract the underserved populations such as the disadvantaged, undereducated, workers and professionals, and older adults. Strategies for dealing with communication barriers and program development are discussed. Excellent recruitment tool."

102. Dartnell Corporation. Management's Guide to Effective Employee Interviewing Techniques. Chicago: Dartnell Corporation, 1980. 276 pp. $65.50.

"A guide to helping practitioners select better qualified employees while following the latest equal employment opportunity guidelines."

103. Deane, Nancy H., and Darrell Long Tillar. Sexual Harassment - An Employment Issue. Washington: College and University Personnel Association, 1981.

This monograph "contains sample policy statements and grievance procedures (both student and employee related), the 1980 EEOC Guidelines, a complete analysis of various legal theories, case histories, and state remedies. Also included are training programs and a discussion of sexual harassment as a form of discrimination under Title VII."

104. Denver Research Institute. Planning for Reentry Programs. Denver: Denver Research Institute, University of Denver, 1981. 41 pp.

A handbook "containing information on the creation and design of a reentry project, support services, funding sources, and evaluation of programs. Program examples, professional organizations, employment information, and an annotated bibliography are included in the appendices."

105. Deutsch, Shea and Evans. The Deutsch, Shea and Evans Recruitment Manual: 1981-82. New York: Deutsch, Shea and Evans, Inc., 1982.

"An annually revised recruitment guide which provides the recruiter with timely information on recruitment advertising, effective recruiting techniques, and on-campus recruitment information. A special section is devoted to affirmative action recruitment."

106. Division of Vocational Rehabilitation. Affirmative Action Plan for the Handicapped: A Suggested Guideline for Private Employers. Madison, Wisconsin: Division of Vocational Rehabilitation, 1978.

"These guidelines are intended to provide employers a starting point in designing and implementing an affirmative action plan for the handicapped to comply with The Rehabilitation Act of 1973."

107. Division of Vocational Rehabilitation. Self-Evaluation Checklist. Madison, Wisconsin: Division of Vocational Rehabilitation, 1979.

"This book contains an overview of the Section 504 requirements with respect to their impact on those employers covered by these laws and regulations. It specifically deals with the self-evaluation issues outlined in Section 84.6c ...."

108. Dobzhansky, Theodosius. Genetic Diversity and Human Equality. New York: Harper and Row, Inc., 1981.

108A. Doi, Mary et al. Pacific-Asian American Research: An Annotated Bibliography. Chicago: Pacific/Asian American Mental Health Center, 1980.

"A review of the literature dealing with Asian Americans."

109. Doss, Martha Merrill (Ed.). The Directory of Special Opportunities for Women. Garrett Park, Maryland: Garrett Park Press, 1981. 290 pp. $19.00.

"A national guide of career information, educational opportunities, peer counseling, and network information for women. Over 1,000 listings of national, state, county, city, and private organizations, associations, programs, and agencies are cited. The book focuses on (1) an alphabetical listing of national organizations, associations, programs, and governmental agencies, (2) a numerical state listing, (3) women's colleges and universities listed according to state, and (4) resource information."

110. Douglas, Emily Taft. Margaret Sanger: Pioneer of the Future. Garrett Park, Maryland: Garrett Park Press, 1976. 298 pp. $8.50.

"This book is about Margaret Sanger, the founder of the first birth control clinic in America and an early leader in the women's movement, and the changes which have occurred since her death."

110A. Dunn, Lynn. Asian Americans: A Study Guide and Source Book. Palo Alto: R and E Research Associates, 1975. $6.00.

A training document dealing with Asian Americans.

111. Eaton, Judith (Ed.). Women in Community Colleges. San Francisco: Jossey-Bass, Inc., Publishers, 1981.

"Contributions of and achievements for women in community colleges are examined in this sourcebook. The roles of women--administrator, faculty, trustee, policy maker--are discussed as well as special problems of federal minority groups."

112. Eckberg, Douglas Lee. Intelligence and Race: The Origins and Dimensions of the IQ Controversy. New York: Praeger Publishers, 1979. 298 pp. $23.95.

In this book, the author takes issue "with assumptions that tests constitute reliable and valid measures of intelligence, these abilities correlate with success, and measured ability is largely heredity. Shortcomings are cited with respect to each of these assumptions in light of the economic and social context which existed at the time of the testing movement."

112A. Edelman, Charles D., and Irene C. Siegler. Federal Age Discrimination in Employment Law. Charlottesville, Virginia: Michie, 1979. $40.00.

"A review of laws prohibiting discrimination on the basis of age. Above price includes the 1978 book and the 1979 supplement."

113. Education Development Center. Becoming. Newton, Massachusetts: Education Development Center, n.d.

"Included in this package on Becoming are: (1) A Leader's Guide (#30007), (2) A Participant's Guide (#30008), (3) Equity Counseling for Community College Women (#30010), and (4) Project Choice: Creating Options in Career Exploration (#30011)."

114. Education Development Center. Becoming Sex Fair: The Tredyffrin/Easttown Program. Newton, Massachusetts: Education Development Center, n.d. $17.75 for set plus $1.60 shipping.

"This packet contains: (1) A Coordinator's Manual (#10018), (2) Stage 1 Manual: Preparing for Change (#10019), (3) A Stage 2 Manual: Planning Inservice Programs (#10020), and (4) Stage 3 Manual: Revising the Curriculum (#10021)."

115. Education Development Center. Born Free: Build Options, Reassess Norms, Free Roles Through Educational Equity. Newton, Massachusetts: Education Development Center, n.d.

"Of importance are the following: (1) Selected Review of the Literature on Career Development and Sex-Role Stereotyping at the Elementary Level: Technical Report No. 1 (#10031), (2) Selected Review of the Literature on Career Development and Sex-Role Stereotyping at the Secondary Level: Technical Report No. 2 (#10032), and (3) Selected Review of the Literature on Career Development and Sex-Role Stereotyping at the Post-Secondary/Higher Education Level: Technical Report No. 3 (#10033)."

115A. Education Development Center. Combating Sexism. Newton, Massachusetts: Education Development Center, n.d. $10.50 for set plus $2.10 for shipping.

116. Education Development Center. Expanding Your Horizons in Science and Mathematics. Newton, Massachusetts: Education Development Center, n.d.

"A Handbook for Conference Planners concerning the topic of expanding your horizons in science and mathematics (#40006).

117. Education Development Center. Focus on the Future. Newton, Massachusetts: Education Development Center, n.d. $3.25 for set plus 65 cents shipping.

"Contains: (1) Technical and Leader's Manual (#30004) and (2) Exploring Educational Equity: Sex Affirmative Guide for Counseling and Teaching (#30006). Helps participants to identify their own biases and stereotypes."

118. Education Development Center. Freedom for Individual Development. Newton, Massachusetts: Education Development Center, n.d. $9.25 for set plus $2.00 shipping.

"Included in this packet are: (1) A Trainer's Guide (#10067), School/Community Relations Booklet (#10068), (3) Vocational Education Booklet (#10069), (4) Teaching Methods and Instructional Materials (#10070), and (5) Counseling and Guidance Booklet (#10071)."

119. Education Development Center. Resource Guide for Vocational Educators and Planners: Helping Displaced Homemakers Move From Housework to Paid Work Through Vocational Training. Newton, Massachusetts: Education Development Center, 1980.

A resource guide which "explains how vocational education can help displaced homemakers become employees and proposes a strategy for program development. Outreach, admissions, career exploration, support networks, fundings, and recommendations are presented in the discussion. Existing Displaced Homemaker Programs are cited by region and state."

119A. Education Development Center. Sex Discrimination in Schools: Evaluating Employment Practices. Newton, Massachusetts: Education Development Center, n.d. $2.50.

A guide citing methods of identifying sex discrimination against women teachers and administrators in public schools. It was developed by the Institute for Women's Concerns under the direction of Dr. Roslyn D. Kane.

120. Education Development Center. Sex Stereotyping in Education. Newton, Massachusetts: Education Development Center, n.d. $39.00. for set plus $8.00 shipping.

"This packet contains the following pamphlets: (1) Girl, Boy or Person Beyond Sex Differences (#10109), (2) Sex Stereotyping in Math Doesn't Add Up (#10110), (3) Equality in Science: Formula for Changing Sex Bias (#10111), (4) Present But Not Accounted For: Women in Educational History (#10112), (5) Reading, Writing, and Stereotyping (#10113), (6) We the People: Sex Bias in Physical Education, (7) Exercising Your Rights: Eliminating Sex Bias in Physical Education (#10115), (8) Repainting the Sexist Picture: Stereotyping in the Fine Arts (#10116), (9) Business as Usual: Sex Stereotyping in Business Education (#10117), (10) A New Beginning: Eliminating Sex Stereotyping in Early Childhood Education (#10118), (11) Diagnosing the Problem: Sex Stereotyping in Special Education (#10119), (12) Write Me In: Stereotyping in Curriculum (#10120), and (13) Sex Bias in Research and Measurement: A Type III Error (#10121)."

121. Education Development Center. The Female Experience. Newton, Massachusetts: Education Development Center, n.d. $16.25 for set plus $3.25 shipping.

"The Female Experience is comprised of (1) Understanding Sex Roles and Moving Beyond (#20067), (2) The Female Experience in America: Development, Counseling, and Career Issues (#20068), (3) The Black Female Experience in America (#20069), and (4) Appalachian Women (#20070)."

121A. Education Development Center. Thinking and Doing: Overcoming Sex-Role Stereotyping in Education. Newton, Massachusetts: Education Development Center, n.d. $5.50.

"A resource which may be used in either the classroom or a workshop to help teachers and students overcome sex stereotyping problems."

122. Education Development Center. Venture Beyond Stereotypes. Newton, Massachusetts: Education Development Center, n.d. $1.25 workbook. Videotapes are $34.00 each (purchase) or $5.00 (rental).

"A workbook for teachers concerned about sex-role stereotyping. Augmented by eight videotapes."

123. Education Development Center. Vocational Counseling for Displaced Homemakers, A Manual: Helping Displaced Homemakers Move from Housework to Paid Work Through Vocational Training. Newton, Massachusetts: Education Development Center, 1980.

"A manual on how to assess skills with respect to job requirements, develop skills via education and training, and use skills and life experiences in obtaining formal college credit."

123A. Employment Discrimination Litigation. New York: Practicing Law Institute, 1978. $20.00.

"A part of the Litigation and Administrative Practice Course Handbook Series."

124. Engineering Manpower Commission. Engineering and Technician Enrollments. New York: Engineering Manpower Commission, 1980. $45.00.

"Lists the number of women and minorities in engineering and technical programs by institution, program, and degree earned."

124A. Equal Employment Opportunity Compliance 1978. New York: Practicing Law Institute, 1978. $20.00.

"A review of the status of equal employment compliance as of 1978."

125. Epstein, Cynthia Fuchs. Women in the Law. New York: Basic Books, 1981. 382 pp. $17.50.

In this book, the author contends "that even though the number of female lawyers has increased and helped to change society, they still face problems and difficulties advancing in the traditionally male-dominated profession. The thrust of the book is directed at the female attorney."

126. Erickson, John, Katherine S. McGovern, and Richard T. Sampsom (Eds.). Equal Employment Practice Guide - 1980: Volumes I and II. Washington: Bureau of National Affairs, 1980. 758 pp. $50.00.

In these two volumes, "the authors present 23 articles on substantive equal employment opportunity and a trial manual for preparing Title VII litigation."

127. Erwin, Frank and Others (Eds.). A Professional and Legal Analysis of the Uniform Guidelines on Employee Selection Procedures. Berea, Ohio: American Society for Personnel Administration, 1980. 225 pp. $39.95.

"A practical working tool designed to provide information on all steps in the employment process--hiring, job placement, firing, demotion, and lay-off. A 'how to' forestall liability section is included as well as an analysis of the legal and professional implications of Compliance Guidelines. Case materials, strategies, and extensive analyses are used."

128. Executive Enterprises Publications. Affirmative Action Plan Workbook For Federal Contractors, 2nd Edition. New York: Executive Enterprises Publications, 1981. $45.00.

"A workbook which is useful in developing affirmative action plans that will meet the regulations set forth in the October 1, 1980 OFCCP Compliance Manual."

129. Executive Enterprise Publications. Age Discrimination in Employment: A Guide to the Law. New York: Executive Enterprises Publications, 1979. $2.25.

"Focusing on the recent amendments to the Age Discrimination in Employment Act, this handbook enables practitioners to maintain legal record documentation and ensure compliance with the law. Topics include: (1) the effects of the amendments on retirement programs, (2) job specifications and performance evaluations, and (3) case illustrations."

130. Executive Enterprises Publications. Complying with Equal Employment Regulations for Handicapped Persons. New York: Executive Enterprises Publications, 1979. $3.00.

A book of "state regulations, specific definitions on handicapped status, accommodations that employers must make in order to comply with the law, affirmative action requirements, and action plans."

131. Executive Enterprises Publications. Conducting the Lawful Employment Interview. New York: Executive Enterprises Publications, 1979. 32 pp. $3.00.

"A clear and concise book on basic principles of the interview process. Practical do's and don't's, case materials, and self-quiz are included. Unlawful interview questions are illustrated in order to help practitioners conduct legal interviews."

132. Executive Enterprises Publications. Employee Termination Handbook: Legal and Psychological Guidelines for Employers. New York: Executive Enterprises Publications, n.d.

"Special attention is given to terminations due to sexual harassment in this book."

133. Executive Enterprises Publications. How Federal Regulatory Agencies Work. New York: Executive Enterprises Publications, 1980. $4.95.

"This book describes differences between the Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Programs with respect to their methods and procedures, the laws and regulations they enforce, and how they enforce these laws."

134. Executive Enterprises Publications. How To Hire and Promote Employees Legally. New York: Executive Enterprises Publications, 1979. $3.00.

"A summary of EEO regulations, EEOC's Uniform Guidelines for Employee Selection Procedures, and basic considerations in the hiring and promotion process is provided in this book."

135. Executive Enterprises Publications. How To Hire and Supervise Women Legally. New York: Executive Enterprises Publications, 1979.

"Focusing on women in the workplace, this book provides a guide on how to conduct discrimination-free interviews, avoid charges of sexual harassment, ensure equal pay for equal work, and establish supervisory techniques for dealing with these issues."

136. Executive Enterprises Publications. Manager's Guide to Equal Employment Opportunity. New York: Executive Enterprises Publications, 1977. $9.95.

"A practical resource book on EEO laws and regulations, systemic discrimination, equal pay for equal work, legal interviews, discrimination grievances, handicapped hires, age discrimination, and more. Included are samples of compliance agency forms, glossary, and laws."

137. Executive Enterprises Publications. Solving EEO Problems: A Practical Guide to Equal Employment Law and Practice. New York: Executive Enterprises Publications, 1980. $9.95.

"A collection of 25 articles on a number of topics ranging from systemic discrimination, unresolved issues resulting from the Bakke and Weber decisions, sexual harassment in the workforce, networking, and more."

138. Executive Enterprises Publications. Supervisor's EEO Handbook, Revised 1981 Edition. New York: Executive Enterprises Publications, 1981.

"A current and excellent summary of EEO responsibilities relative to recruiting, interviewing, testing, hiring, training, and promoting. Case illustrations, questions, and responses concerning the law and brief descriptions of the legislation are included."

139. Executive Enterprises Publications. Understanding EEO: A Supervisor's Case Book. New York: Executive Enterprises Publications, 1974. $2.25.

"A series of cases and recommendations on what to do when inappropriate and mistaken charges of discrimination are made can be found in this practical and useful book."

140. Executive Enterprises Publications. The Three Toughest On-The-Job Problems: A Forthright Guide for Women Supervisors. New York: Executive Enterprises Publications, 1974. $2.25.

"This handbook examines sex-related difficulties and problems in the workplace. As females move up the career ladder, they may encounter various problems--this book identifies problem areas and offers suggestions."

141. Farley, Jennie. Academic Women and Employment Discrimination: A Critical Annotated Bibliography. Ithaca, New York: School of Industrial and Labor Relations, Cornell University, 1982. 112 pp. $8.95.

"A summation of books, articles, and other resources available on issues related to women as college faculty and staff. Also describes 50 academic discrimination cases."

142. Farley, Jennie. Affirmative Action and the Woman Worker. New York: AMACOM, 1979. 232 pp. $14.95.

This text "examines the effects of equal opportunity legislation on personnel practices regarding women in the United States. The author covers topics such as recruitment, selection, and training. The female workforce is analyzed at a number of levels. Special consideration is given to minority workers. Illustrations of successful and not-so-successful affirmative action programs are provided."

143. Farley, Jennie. Sex Discrimination in Higher Education. Ithaca, New York: School of Industrial and Labor Relations, Cornell University, 1982. $7.50.

"A review of the options available to help women facing sex discrimination in college and university employment."

144. Farley, Lin. Sexual Shakedown: The Sexual Harassment of Women on the Job. New York: Warner Books, 1978. 288 pp. $2.50.

A comprehensive book "on problems of sexual harassment and strategies for dealing with the problem. Definitions, background information, specific topics such as hiring practices, male perceptions, union actions, and possible solutions are included."

145. Feingold, Norman S., and Glenda Ann Hansard-Winkler. 900,000 Jobs: Published Sources of Employment Listings in the USA. Garrett Park, Maryland: Garrett Park Press, 1982. 125 pp. $9.95.

"A resource book which cites the periodicals announcing job opportunities in hundreds of fields. The title was taken from the estimated total opportunities mentioned in these journals in one year. A special section is included on suggestions for the employment candidate."

146. Fishel, Andrew, and Janice Pottker. National Politics and Sex Discrimination in Education. Lexington, Massachusetts: Lexington Books, 1977. 159 pp. $16.00.

A book which "discusses the legal and policical history of actions to end sex discrimination. Case material and interview data are included to highlight the movement."

147. Fitzpatrick, Blanche. Women's Inferior Education: An Economic Analysis. New York: Praeger Publishers, 1976. 208 pp. $19.95.

"A careful and detailed documentation of unequal educational opportunities for women is contained in this book. The author uses economic theory to analyze these inequities and makes recommendations to counteract the problem."

148. Fleming, John E., Gerald Gill, and David Swinton. The Case for Affirmative Action for Blacks in Higher Education. Washington: Howard University Press, 1978. 416 pp. $8.95.

"A study of the status of affirmative action for Blacks in institutions of higher education. The author discusses the historical context, legal and governmental aspects, affirmative action criticisms, and the future of supply and demand in affirmative action programs. Case studies of higher education institutions are included."

149. Fleming, John E. The Lengthening Shadow of Slavery: A Historical Justification for Affirmative Action for Blacks in Higher Education. Washington: Howard University Press, 1976. 162 pp. $5.95.

"Contains a historical analysis of the struggle and determination of Blacks to attain the education and knowledge needed to obtain better jobs, homes, and salaries and how a sustained commitment to affirmative action in higher education is so vital to the advancement of Blacks."

149A. Fontelle, Gilbert (Ed.). Minorities and Community Colleges. Washington: American Association of Community and Junior Colleges, 1979. $7.50.

"A review of the role of community colleges in helping to meet minority needs."

150. Foote, Ann Cahn (Ed.). Women in the U.S. Labor Force. New York: Praeger Publishers, 1979.

"This book contains addresses, essays, and lectures on women in employment, sex discrimination, and education."

151. Ford Foundation Report. Litigation on Behalf of Women. New York: The Ford Foundation, Office of Reports, 1980. $4.50.

152. Forest, Kathryn. Affirmative Action and Equal Employment: A Selected Bibliography. San Jose, California: San Jose State University, Affirmative Action Office, 1980.

"An exhaustive listing of equal employment opportunity and affirmative action publications for the period covering 1968-1979. Divided into three parts: bibliographies, books and pamphlets, and articles and speeches. Not annotated. A quick reference for researchers in the field."

153. Foxley, Cecelia H. Locating, Recruiting and Employing Women: An Equal Opportunity Approach. Garrett Park, Maryland: Garrett Park Press, 1976. 358 pp. $8.50.

"A source book for hiring women, the book explores a wide range of topics ranging from the psychological to the legal. Among other things, it discusses myths about women workers, the educational background of women, how to find qualified women candidates for employment, laws concerning women workers, and significance of the affirmative action program to them."

154. Foxley, Cecelia H. Nonsexist Counseling, Helping Women and Men Define Their Roles. Dubuque, Iowa: Kendall Hunt Publishing Company, 1979. 300 pp. $8.95.

"Designed to provide information on the detriments of sex role stereotyping for both sexes. Models, programs, suggestions, and activities are included as well as an outline for a nonsexist counseling curriculum program. Excellent for counselors, trainers, and practitioners."

155. Franklin, Phyllis, Helene Moglen, Phyllis Zatlin-Boring, and Ruth Angress. Sexual and Gender Harassment in the Academy: A Guide for Faculty, Students and Administrators. New York: Modern Language Association of America, 1981. 60 pp. $3.50.

"This volume examines the distinction between gender and sexual harassment, judicial rulings on such harassment cases, and the development of grievance procedures for dealing with the problem."

156. Freeman, Jo (Ed.). Women: A Feminist Perspective. Palo Alto: Mayfield Publishing Company, 1979. $2.95.

"This second edition of Freeman's book on Women provides new articles written by women in the fields of law, sociology, economics, and political science. Topics relating to sex roles, and Black women and feminist women are included."

157. Freiberg, Robert (Ed.). The Manager's Guide to Equal Employment Opportunity. New York: Executive Enterprises Publications, Inc., 1977. 202 pp. $9.95.

"A practical book which includes a glossary of EEO terms, legislation chart, samples of forms used in cases of discrimination, and reprints of the law. Separate articles on a number of topics are included: (1) EEO laws and regulations, (2) systemic discrimination and its identification, (3) bias free employment, (4) lawful employment interviews, (5) assurance of equal pay for equal work, (6) grievance information, (7) unions and collective bargaining, (8) handicapped hiring, and (9) compliance agencies."

158. Furniss, W. Todd, and Patricia A. Graham. Women in Higher Education. Washington: American Council on Education, 1974. $12.00.

"A collection of essays written by 38 participants at the 1972 annual meeting of the American Council on Education. The essays address specific problem areas which prevent women from fully participating in higher education, either as students or faculty."

159. Gallaudet College, Office of Demographic Studies. A Guide to College/Career Programs for Deaf Students. Silver Spring, Maryland: Captioned Films for the Deaf Distribution Center, 1981.

160. Gappa, Judith M., and Barbara S. Uehling. Women in Academe: Steps to Greater Equality. Washington: American Association for Higher Education, 1979. 89 pp. $4.00.

"Reviews the literature about women as administrators, faculty, and students. Constraints upon women's participation in higher education, legislation, and recommendations for overcoming barriers are reported in this monograph."

161. Garner, Sallie, and Adrienne Chute. Selected Publications on EEO. Washington: U.S. General Accounting Office, 1979.

"A bibliography of equal employment opportunity and selected publications are provided for in this report."

164. Gazda, George M., Frank R. Ashbury, Fred J. Balzer, William C. Childers, R. Eric Desselle, and Richard P. Walters. Human Relations Development: A Manual for Educators (Second Edition). Rockleigh, New Jersey: Longwood Division, Allyn and Bacon, Inc., 1979.

This manual "presents a program for improving skills in listening, observing, and responding. Behavioral objectives, practical exercises, and rating scales are included for use in every phase of the training process."

165. Gee, E. Gordon, and David J. Sperry. Education Law and the Public Schools: A Compendium. Rockleigh, New Jersey: Longwood Division, Allyn and Bacon, Inc., 1978. 552 pp. $39.96.

"Contains 250 topics relating to school law. Legal definitions and descriptions, assessment strategies, and a list of suggestions for the practitioner are included on such topics as academic freedom, affirmative action, contracts, discrimination, equal educational opportunity, and torts. Practical reference."

166. Gibson, Donald B. The Politics of Literary Expression: A Study of Major Black Writers. Westport, Connecticut: Greenwood Press, Inc., 1981. 249 pp. $27.50.

This book "discusses how political beliefs impacted the works of several Black writers, including Richard Wright and Ralph Ellison."

167. Gimlin, Hoyt (Ed.). Education in America: Quality versus Cost. Washington: Editorial Research Reports, Congressional Quarterly, 1980. 202 pp. $7.50.

"A collection of reports on recent developments related to Black colleges, college admissions, competency tests, and other pertinent issues."

168. Glasgow, Douglas. The Black Underclass: Poverty, Unemployment, and Entrapment of Ghetto Youth. San Francisco: Jossey-Bass, Inc., Publishers, 1980. $14.95.

The author "discusses the critical problems facing Blacks by concentrating on the emergence of a new class--the Black underclass--in American society. How education fails this class and how institutions, agencies, and programs reinforce entrapment conditions are of special interest. A new understanding of the aspirations and motivations of ghetto youth is provided along with considerations for long-range policies."

169. Glazer, Nathan. Affirmative Discrimination: Ethnic Inequality and Public Policy. New York: Basic Books, Inc., Publishers, 1975. $15.95.

"This book is based on the William W. Cook Lectures on American Institutions delivered by the author at the University of Michigan, April 1974. Topics include: (1) the Emergence of an American Ethnic Pattern, (2) Affirmative Action in Employment: From Equal Opportunity to Statistical Parity, (3) Affirmative Action in Education and in Housing, and (4) Morality, Politics, and the Future of Affirmative Action."

170. Glover, Robert, Paula Greenfield, Allen King, and Paulette Norvell. Stepping Up: Placing Minority Women into Managerial and Professional Jobs. Salt Lake City: Olympus Publishing Company, 1981. 105 pp.

"Examines obstacles and handicaps confronted by minority women in the labor market, details EEO/AA requirements, describes programs to overcome these challenges and obstacles, provides statistical documentation of success, and includes case illustrations."

171. Godard, James M. Race-Neutral Campuses In Urban Areas: A Follow-Up Report on Merger and Joint Planning. Atlanta: Southern Regional Education Board, 1981. 37 pp. $3.00.

"Focuses on the merger of Tennessee State University and the University of Tennessee at Nashville, Savannah State and Armstrong State College, and Norfolk State and Old Dominion Universities. Background information, campus tensions, administrative trends, academic programs and cultural tensions, and enrollment trends are discussed."

172. Goffman, Erving. Gender Advertisements. New York: Harper and Row, Publishers, 1979. $6.95.

173. Goldenson, Robert M., and Jerome R. Dunham. Disability and Rehabilitation Handbook. New York: McGraw-Hill Book Company, 1978. $27.50.

"This handbook contains an enormous amount of information on disabling disorders and practical information on the process of rehabilitation. Illustrative cases, statistics, rehabilitation facilities and services, directory of professions and organizations are cited."

174. Goldman, Alan H. Justice and Reverse Discrimination. Princeton: Princeton University Press, 1979. 251 pp. $20.00.

"Presents an argument for a single view on the question of preferential treatment of females and minority group members. Interesting presentation of preferential treatment and reverse discrimination."

175. Gollay, Elinor, and Alwina Bennett. The College Guide for Students with Disabilities. Cambridge, Massachusetts: ABT Associates, Inc., 1976. 545 pp.

176. Gordon, Leonard J. The Supervisor's Role in Affirmative Action and Equal Employment. Urbana, Illinois: L. J. Gordon Associates, 1976. 16 pp.

"A practical guide on supervisory EEO responsibility. The author distinguishes between equal employment opportunity and affirmative action; reviews violations, techniques, communication systems, and recommends strategies such as special training seminars, specialized recruitment, job restructuring, and application of personnel inventories."

176A. Gravelle, Tamara (Ed.). Catalogue of Films on Women and/or Sex Roles. Davis, California: Women's Resources and Research Center, University of California at Davis, 1980. 21 pp.

"An annotated listing of films which might be candidates for use in sensitivity training or other concerns related to the work and life roles of women. Around 100 films are listed and the descriptions are particularly useful."

177. Green, Bert F. (Ed.). Issues in Testing: Coaching, Disclosure and Ethnic Bias. San Francisco: Jossey-Bass, Inc., Publishers, 1981.

"Coaching, equity, and ethnic bias are the key issues of this book. Questions concerning improvement with coaching, disclosure of test items, and whether test items are biased against minority persons are considered and addressed."

178. Gross, Barry R. (Ed.). Discrimination in Reverse: Is Turnabout Fair Play? New York: New York University Press, 1978. 168 pp. $7.00 (paper).

The author "examines a number of arguments made on behalf of reverse discrimination for both individuals and groups. He opposes these arguments on the grounds that they are unsound and some of them violate the principles espoused by a democratic society."

179. Gross, Barry R. (Ed.). Reverse Discrimination. New York: Prometheus, 1977. 401 pp. $8.95 (paper).

"The implications and ramifications of this new phenomenon, reverse discrimination, are given broad consideration in this book. Major focus of reverse discrimination in employment and education is given to the facts, the law, and value. Bibliography is included."

180. Gross, Carl J. (Ed.). Collected Papers: Educational Equity Issues in Community Colleges. Newton, Massachusetts: Education Development Center, 1979. 66 pp.

A collection of articles which "focus on returning female students, newly emerging issues such as equal pay for equal work, and program model for recruiting women for non-traditional vocational education in community colleges."

181. Grosskopf, Shawna P. Discrimination in State and Local Government Employment. Doctoral Dissertation. Ann Arbor, Michigan: University Microfilms, 1978.

"A study of discrimination in government employment. Discrimination research, information on the administration and evaluation of equal employment opportunity, pay rates and structures, and appropriate laws and regulations are contained in this volume."

182. Grossman, Vigdor. Employing Handicapped Persons: Meeting EEO Obligations. Washington: Bureau of National Affairs, 1980. 154 pp. $17.50.

"This book is an excellent resource for employers who are trying to understand the EEO requirements for employing handicapped persons. Designed as a how-to-do-it guide, the book explains how to develop and implement a program to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973."

183. Guder, Robert F. (Ed.). How To Set Up A Successful Job Posting and Bidding System. New York: Executive Enterprises Publications, 1981.

A practical book that discusses the "pros and cons of promotion from within the organization and the relative advantages of promotion by merit and seniority, procedures for establishing a job-posting system, case studies, and fair employment laws and regulations in relation to charges of discrimination in promotion. Forms and samples are included."

184. Gutek, Barbara A. (Ed.). Enhancing Women's Career Development. San Francisco: Jossey-Bass, Inc., Publishers, 1979.

"This sourcebook examines factors in the career development of women including job expectations, changing career patterns, role models and stereotypes. Tools and tests useful in career counseling are also discussed."

185. Haldane, Bernard. Career Satisfaction and Success: How To Know and Manage Your Strengths. New York: AMACOM Publishing Co., 1981. 224 pp. $12.95.

186. Hall, Francine S., and Maryann H. Albrecht. The Management of Affirmative Action. Santa Monica, California: Goodyear Publishing Co., 1979. 398 pp. $25.00.

"An interesting book emphasizing the administration and organization of EEO/AA programs. Facts, theory, and resources which can be used by practitioners in their EEO/AA operations are logically presented. Sample EEO/AA forms and reports are included in the appendix."

187. Halleck, Seymour (Ed.). Coping with the Legal Onslaught. San Francisco: Jossey-Bass, Inc., Publishers, 1979.

The "impact of judicial decisions, civil rights cases, and legislation are analyzed in this book. An examination of the ways of helping persons who need it while at the same time protecting mental health patients' civil rights and practitioners' professional prerogatives is presented."

188. Harrigan, Betty L. Games Mother Never Taught You. New York: Rawson Publishers, 1977. 400 pp. $6.95.

"Helpful as background reading for professionals developing a career mobility seminar for women. It describes techniques for successfully competing and being judged on merit in the business world, thereby alerting women to strategies that increase their chances for promotability."

188A. Hartnett, Rodney, and Benjamin F. Payton. Minority Admissions and Performance in Graduate School. New York: Ford Foundation, 1978.

"A report on a study made by the Ford Foundation on the extent to which minorities were entering graduate and professional school training and their success in those programs."

189. Harvard Business Review. Equal Opportunity in Business. Boston: Harvard Business Review, 1975.

"A compendium of articles on equal opportunity in business prior to 1975. Sex stereotyping, Black managers, fair employment, and EEO behind the corporate mask are some of the topics considered in this volume."

190. Harway, Michele, and Helen S. Astin. Sex Discrimination in Career Counseling and Education. New York: Praeger Special Studies, 1977. 172 pp. $26.50.

"Identifying sex-biased counseling materials and theory and detailing attitudes and values of counselors, this volume explores sex differences in career counseling and higher education. The authors present original research on the results of counseling and offer alternatives to traditional counseling methods."

191. Hayes, Harold P. Realism in EEO. Somerset, New Jersey: John Wiley & Sons, Inc., 1980, 346 pp. $27.95.

"A practical sourcebook portraying the way equal employment opportunity actually works. The actual functioning of EEO goal setting, related activities, and nonproductive strategies are described. A wealth of 'how to' information is provided and should be of great use to practitioners."

192. HEATH/Closer Look Resource Center. Technical Assistance Corps Directory. Washington: HEATH/Closer Look Resource Center, American Council on Education, 1981. 21 pp. Free.

"Contains names of persons trained to achieve accessibility for the handicapped in their postsecondary institutions according to state residency."

192A. Herra, Diane (Ed.). Puerto Ricans and Other Minority Groups in the United States: An Annotated Bibliography. Detroit: Blaine Ethridge Books, 1979. $30.00.

"The reprint of a 1973 book which listed media citations regarding the status of minorities in the United States."

192B. Hill, Herbert. Black Labor and the American Legal System. Washington: Bureau of National Affairs, 1977. 472 pp. $17.50.

"This is a history of the evolution of American law on employment discrimination and the implications for employment of Black and other minority workers."

193. Hill, Marvin, Jr., and Anthony V. Sinicropi. Remedies in Arbitration. Washington: Bureau of National Affairs, 1981. 300 pp. $17.50.

"An examination of the problems of formulating remedies in cases where collective bargaining agreements have been violated is presented in this book."

194. Hobbs, Walter C. (Ed.). Government Regulation of Higher Education. Cambridge, Massachusetts: Ballinger Publishing Company, 1978. 128 pp. $15.00.

"Contains a collection of essays which assess governmental regulation of higher education. The purposes of regulations, methods, and consequences are discussed. A section on affirmative action is also included."

195. Holmes, Larry. The Case for Affirmative Action: Weber is Wrong, United Steelworkers are Right. New York: Center for United Labor Action, n.d. 38 pp.

"An explanation of why white union workers should oppose Weber and all racist persons. The author discusses the historical attack on affirmative action in a clear and concise way."

197. Horsman, Reginald. Race and Manifest Destiny: The Origins of American Racial Anglo-Saxonism. Cambridge, Massachusetts: Harvard University Press, 1981. 352 pp. $22.50.

This book shows how attitudes in the United States have changed from the Founding Fathers, "who thought that the right to participate in the institutions of a free society should be extended to all people, to the malevolent belief--dominant by 1850--that Blacks, Indians, and Mexicans could never be improved by such participation."

198. Hoskins, Robert L. Black Administrators in Higher Education. New York: Praeger Publishers, 1978. 224 pp. $21.95.

"Based on a survey of Black administrators holding the rank of assistant dean or higher, this book demonstrates similarities in backgrounds and salaries for Blacks at Black or white colleges and differences in hiring processes and professional job satisfaction. Perceptions of future prospects in higher education administration by Blacks are also discussed by the author."

199. Howard, Suzanne. Wanted: More Women: Why Aren't Women Administering Our Schools? North Arlington, Virginia: National Council of Administrative Women in Education, 1975.

"The status of female teachers in public schools and factors which hinder their promotion into administration are discussed in this book. An extensive reference list is also appended."

200. Howard University, Institute for the Study of Educational Policy. Affirmative Action for Blacks in Higher Education: A Report. Washington: Howard University Press, 1978. 106 pp.

"This report presents the results of an historical analysis of Blacks in higher education, the federal government's role in affirmative action, and the present status of Black faculty employment in academe."

201. Howard University, Institute for the Study of Educational Policy. Directory of National Sources of Data on Blacks in Higher Education. Washington: Howard University Press, 1976.

"Sources of data on students and staff in higher education and specialized fields are presented in this directory."

201A. Howard University, Institute for the Study of Educational Policy. Equal Educational Opportunity: The Status of Black Americans in Higher Education, 1975-1977. Washington: Howard University Press, 1980. 142 pp.

"Funded by a Ford Foundation grant, this scholarly report cites trends, progress, and problems in the enrollment of Black students in colleges and universities in the mid-1970's."

202. Hubbard, James E., and Teresa A. King (Eds.). State EEO Directory. Washington: Office of Intergovernmental Personnel Programs, 1981.

"Contains a directory of names, titles, departments, addresses, and telephone numbers of state officials responsible for administering the Equal Employment Opportunity Act by geographical listing."

203. Hunt, Thomas G. (Ed.). Society, Culture and Schools: The American Approach. Garrett Park, Maryland: Garrett Park Press, 1980. 403 pp. $8.95.

"Written by a team of 36 authors, this new book was developed to point out how education has changed from its beginnings in Colonial America. It cites the historical development of public education in the 19th and 20th centuries, its current status, and what it may be like in the future. The role of standardized testing, the need for multicultural education, teacher tenure laws, special needs of women and minorities, and career education are discussed."

204. Institute for Local Self Government. Contract Compliance - A Local Government Approach. Berkeley, California: Institute for Local Self Government, 1981. 190 pp.

"Elaborates on what local agencies should know regarding the establishment of a contract compliance program. Relevant laws and regulations of grants, local policy developments, program components, and minority business enterprises are noted in the manual."

205. Institute of Management. The EEO and Equal Pay Law Compliance Handbook. Old Saybrook, Connecticut: Institute of Management, n.d.

"A handbook on antidiscrimination compliance and a special focus on the Equal Pay for Equal Work Law."

206. Institute of Management. The IFM Compliance Manual for Affirmative Action Programs. Old Saybrook, Connecticut: Institute of Management, n.d.

"A detailed outline of all federal and state laws requiring affirmative action are presented in this manual. Legal personnel questions, sample government forms, landmark court decisions, and sources of information

on affirmative action programs are included. A special section is also devoted to the handicapped."

207. Institute of Management. The IFM Encyclopedia of Grievance Prevention. Old Saybrook, Connecticut: Institute of Management, 1978.

"Contains 565 case studies of actual grievances. An analysis of each case, how the problem originated, how it could have been avoided, action steps taken by management, and those which should have been done are discussed."

208. Institute of Management. The IFM Guide to the Preparation of a Company Policy Manual. Old Saybrook, Connecticut: Institute of Management, n.d.

" A practical guide to creating a sound company policy manual. Fair employment violations and EEOC citations are some of the topics discussed in this book."

209. Institute of Management. The Handicapped: How to Comply with the New Laws. Old Saybrook, Connecticut: Institute of Management, 1981.

"Elaborates on the changes in physical facilities and equipment that may be required by an organization in order to comply with the law. Also provides information on where to locate handicapped workers and how to train them."

210. Institute of Management. Mandatory Retirement and Age Discrimination: The 1978 Amendments. Old Saybrook, Connecticut: Institute of Management, n.d.

"A guide to complying with the 1978 age discrimination amendments."

211. Interagency Minority and Female Recruiters Association. How To Get A Federal Job. Washington: Office of the Inspector General, U.S. Department of Labor, 1981.

212. Jackson, Tom. Interviewing Women: Avoiding Charges of Discrimination. New York: Executive Enterprises Publications, 1976. 48 pp. $3.00.

"Practical guidelines on how to legally interview female candidates for employment. Case histories, self-quizzes, and strategies are included in this discussion."

212A. Jain, Harish C., and Peter J. Sloane. Equal Employment Issues: Discrimination in the United States, Canada, and Britain. New York: Praeger, 1980. $25.95.

"Comparative information on the major equal employment issues in the three largest English-speaking countries."

213. Jawin, Ann J. A Woman's Guide to Career Preparation: Scholarships, Grants and Loans. New York: Doubleday and Company, 1979. $5.95.

This book contains "detailed information on issues pertaining to career choice and traditional as well as nontraditional sources of financial aid."

214. Jencks, Christopher and Others. Inequality: A Reassessment of the Effect of Family and Schooling in America. New York: Harper and Row Publishers, 1973. $5.95.

215. Jensen, Arthur R. Bias in Mental Testing. New York: The Free Press, 1980. 800 pp. $29.95.

"Analyzing IQ, achievement, and aptitude tests, the author presents information on objectively determining bias in mental testing and on applying these tests fairly in education, employment, and other areas."

216. Johnson, Brenda, and Vivian Isentein. Psychological Tests and Minorities. Bethesda, Maryland: National Institutes of Health, 1975.

"Based on the research of Dr. Robert L. Williams of St. Louis' Washington University, an outspolen critic of testing, these reports demonstrate distortions inherent in psychological tests and provides a rationale for the development of new culture-specific tests such as the Black Intelligence Test of Cultural Homogeneity, Black Personality Questionnaire and the like. The implications for equal opportunity are enormous since most 'traditional' tests are based on the belief that all have equal opportunity to gain certain basic knowledge and that the knowledge indicates their intelligence."

216A. Johnson, Harry A. Ethnic American Minorities: A Guide to Media and Materials. New York: R. R. Bowker, 1976. $19.95.

"A review of media which is directed at minority groups."

217. Johnson, Roger T., and David W. Johnson. The Social Integration of Handicapped Students into the Mainstream. Minneapolis: University of Minnesota, 1979.

"A mimeograph on integrating handicapped students into the mainstream."

218. Johnson, Willis L. (Ed.). Directory of Special Programs for Minority Members: Career Information, Services, Employment Skills Banks, and Financial Aid Sources. Third Edition. Garrett Park, Maryland: Garrett Park Press, 1980. 612 pp.

"In its third edition, this book describes special programs and services offered by

colleges and universities to members of minority groups. Over 1,000 organizations are cited, such as national and local minority organizations, federally-funded programs, women's programs, talent banks, and more."

219. Jones, Brian G., Charles Dayton, and H.B. Gelatt. New Career Options for Women. New York: Human Science Press, Inc., 1977. 533 pp. $39.95.

"A three-volume series containing a (1) Counselor's Sourcebook, (2) Women's Guide, and (3) Selected Annotated Bibliography."

219A. Jones, James E. Jr. Reference Supplement--Discrimination in Employment. Washington: Bureau of National Affairs, 1979. 304 pp. $4.00.

220. Jones, James M. Prejudice and Racism. Reading, Massachusetts: Addison-Wesley Publishing Co., 1972. $6.95.

A discussion of "racism and prejudice in America. Attitudinal and behavioral research findings, theoretical underpinnings, and factors related to the problem are considered. Special attention is given to a number of racial typologies including individual racism, institutional racism, and cultural racism."

221. Jongeward, Dorothy, and Dru Scott. Affirmative Action for Women. Reading, Massachusetts: Addison-Wesley Publishing Co., 1973. 334 pp. $8.95.

"A collection of articles exploring traditional myths and cultural stereotypes as they pertain to specific situations. The authors conclude that the negative pressures experienced by women in the workplace are the consequence of role conflicts in society at large. A useful range of issues confronting women in organizations is presented."

222. Josey, E. J., and K. E. Peeples, Jr. (Eds.). Opportunities for Minorities in Librarianship. Metuchen, New Jersey: Scarecrow Press, 1977. $10.00.

223. Jost, Lee F., and C. Bruce Sutherland. Guide to Professional Benefit Plans, Management and Administration. Madison, Wisconsin: International Foundation of Employee Benefits Plan, 1980. $35.00.

"In this book, the authors provide a historical overview of U.S. benefits, laws, and regulations and focus on personnel management issues including hiring, training, supervision, termination, and equal employment opportunity."

224. Kanter, Rosabeth Moss. A Tale of "O." New York: Harper and Row, Publishers, 1981. 224 pp. $4.95.

"An excellent book for training programs and seminars. The author presents a clever pictorial explanation of what happens to any different and/or new kind of individual in any organization and how this situation can be managed. Persons in the majority are called X's and those in the minority are labeled Y's."

225. Kanter, Rosabeth Moss. Men and Women of the Corporation. New York: Basic Books, 1979. 348 pp. $5.95.

"Organizational case study showing: (1) loss of motivation and ambition resulting from tokensim, (2) racism and sexism in the workplace, and (3) how supervisory training does not always result in discrimination avoidance. Topics on power, promotions, and organizational development are also considered in this award winning book."

225A. Kaplan, Roy (Ed.). American Minorities and Economic Opportunity. Itasca, Illinois: Peacock Publications, 1977. $14.95.

226. Kaplin, William A. The Law of Higher Education 1980. San Francisco: Jossey-Bass, Inc., Publishers, 1980. $13.95.

"A sourcebook discussing changes in the law from mid-1978 to 1980 which affect higher education institutions. Court decisions and regulations are summarized, implications described, and institutional responses to these changes are noted. Topics include stricter regulations on affirmative action, HEW policy interpretations, collective bargaining, age, and handicapped discrimination."

226A. Katz, Wendy R. Her and His Language of Equal Value. Halifax: Nova Scotia Conference of University Faculty Associations, 1982. 51 pp. $2.50.

"A report on a project by the State of Women Committee of the Nova Scotia Confederation of University Faculty Associations on the use and effect of sexist language in colleges and universities."

227. Kessler-Harris, Alice. Women Have Always Worked. New York: The Feminist Press, 1981. 208 pp. $14.95.

"This book provides a most interesting and well-written overview of women's work experiences in the United States from the 1800's to the present. In her final chapter, Kessler-Harris offers some thought provoking alternatives for the future."

228. Khosh, Mary N. A Career Planning Program for Women: The Experience CUE. Washington: National Association for Women Deans, Administrators and Counselors, 1977. $7.00.

228A. Kinoch, Graham C. The Sociology of Minority Group Relations. Englewood Cliffs, New Jersey: Prentice-Hall, 1979. $9.95.

"A sociologist's view of the status of relationships within and among groups in the United States."

228B. Kinton, J. American Ethnic Groups Sourcebook Fifth Edition. Arora, Illinois: Social Science and Sociological Resources, 1980. $10.95.

"A listing by racial/ethnic categories of major groups in the United States. This directory is not limited to minorities but includes Italian-Americans, etc."

229. Kleiman, Carol. Women's Networks. New York: Harper and Row, Publishers, 1982. 224 pp. $9.95.

"A complete guide to locating women's networks, identifying group membership, and establishing a network of your own. Excellent resource to obtaining a better job, advancing one's career, and belonging to a network."

230. Koch, James V., and John R. Chizmar, Jr. The Economic Effects of Affirmative Action. Lexington, Massachusetts: Lexington Books, 1976. 158 pp. $16.00.

230A. Kornegay, Francis A. Equal Employment: Mandate and Challenge. New York: Vantage, 1979. $9.95.

231. Kreps, Juanita M. (Ed.). Women and The American Economy: A Look to the 1980's. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1976. 192 pp. $4.00 (paper).

"This volume contains background readings for the American Assembly Meeting, Columbia University, Fall 1975, at Arden House, Harrison, New York. Articles are presented on the history of women at work, on current issues, and on questions that need to be addressed in the future. Relavant topics include: (1) Women in Work Organizations, (2) Impact of Equal Employment Opportunity Laws, (3) Discrimination in Employment, (4) Requisites for Equality, and (5) The Economy Ahead--Will Women Have Different Roles? Excellent reading for everyone."

231A. Labor Relations and Equal Opportunity in Higher Education. New York: Practicing Law Institute, 1977. $20.00.

"One of the Litigation and Administrative Course Handbook Series on equal employment problems related to colleges and universities."

232. Lantz, Alma, and Sara Moore (Eds.). Planning for Reentry Programs: Information from the Projects. New York: Women's Reentry Consortium, Polytechnic Institute of New York, 1980.

"A handbook for planning and creating re-entry programs and projects for women. Appendices include information about the National Science Foundation's Women in Science Program, examples of curriculum, lists of organizations, and a bibliography."

233. Lantz, Alma, Joann Houghton-Alico, and Vicki L. Eaton (Eds.). Proceedings from the Conference on Reentry Women Scientists 1980. New York: Women's Reentry Consortium, Polytechnic Institute of New York, 1980. 179 pp.

"A report on existing re-entry programs for women in science which includes a discussion on establishing reentry programs, on relevant sections of the legislation, and a number of key articles."

234. Lantz, Alma, Marnz C. Whittington, M. Louis Fox, Linda Elliot, and Karen Sackett. Re-Entry Programs for Female Scientists. New York: Praeger Publishers, 1980. 220 pp. $23.95.

235. Larsen, Stephen C. Methods for Educating the Handicapped: An Individualized Education Program Approach. Rockleigh, New Jersey: Longwood Division, Allyn and Bacon, Inc., 1980. 437 pp. $10.95 (paper).

"Provides hundreds of tools and suggestions for effectively creating, writing, implementing, and revising an individualized educational program for handicapped individuals. Procedures, sample forms, and techniques are also included for reference."

236. Larson, Arthur. Employment Discrimination. New York: Matthew Bender, 1979.

"A four-volume set which covers the basics of employment discrimination as well as progressing to the intricacies of the fields. Valuable for attorneys and practitioners who need to know the ABC's of discrimination in order to adequately investigate, advise, and negotiate in these matters."

236A. Larson, E. Richard. Sue Your Boss: Rights and Remedies for Employment Discrimination. New York: Farrar, Straus, & Giroux, 1981. 325 pp. $9.95.

"Written by a staff attorney for the American Civil Liberty Union, this book reviews the texts and implications of the seven major federal anti-discrimination laws. It also cites examples of their implications based upon recent court cases."

237. Larson, Richard E., and Laughlin McDonald. The Rights of Racial Minorities. New York: Avon Books, 1980. $1.95.

"This book, published under the auspices of the American Civil Liberties Union, is helpful in providing . . . a prospective from some of the most liberal advocates of equal employment opportunity laws and regulations."

238. Lathrop, Richard. Who's Hiring Who? Berkeley: Ten Speed Press, 1979. 264 pp. $10.95.

"A practical employment hunting guide . . . reports from users indicate job interviews more than doubled, offers increased, time expended on job hunting was reduced, and salary offers were greatly increased."

239. Lauter, Paul, and Florence Howe. The Women's Movement: Impact on the Campus and Curriculum. Washington: American Association for Higher Education, 1978. 11 pp.

"A 1978 National Conference Series Report which examines the effects of the women's movement upon curricula and institutional campuses."

240. Leshin, Geraldine. EEO Law - Impact on Fringe Benefits. Los Angeles: Institute of Industrial Relations, University of California at Los Angeles, 1979. 150 pp. $6.00.

"Contains information on the relationship between EEO law and fringe benefits. Laws such as Title VII, Pregnancy Disability Amendment and The Age Discrimination in Employment Act are considered."

240A. Leshin, Geraldine. Equal Employment Opportunity and Affirmative Action in Labor Management Relations. Los Angeles: UCLA Institute of Industrial Relations, 1980.

"A summary of information to 1980 on equal employment in labor relations."

241. Library of Congress, National Library Science for the Blind and Physically Handicapped. Library Resources for the Blind and Physically Disabled. Washington: Library of Congress, National Library Service for the Blind and Physically Handicapped, 1980.

"A directory of libraries of the blind, deaf, and physically handicapped as well as machine lending agencies."

242. Lindemann, Barbara, and Paul Grossman. Employment Discrimination Law. Washington: Bureau of National Affairs, 1978. 1,526 pp. $43.50.

"A casebook dealing extensively with the provisions of Title VII of the Civil Rights Act of 1964 and other laws prohibiting discrimination in employment. The price includes the 1979 supplement."

243. Linnell, Robert H., Bernice Resnick Sandler, and Frank Newman. Employment Practices in Academe. Washington: American Association for Higher Education, 1979. 18 pp.

"A monograph investigating academic employment practices. Topics include: (1) Age, Sex, and Trade-Offs in Faculty Employment, (2) You've Come A Long Way Maybe--or Why It Still Hurts to be a Woman in Labor, and (3) Can There Be Anything Affirmative About Affirmative Action in the 1980's?"

243A. Liu, William T. Methodological Problems in Minority Research. Chicago: Pacific/Asian American Mental Health Research Center, 1980.

"Someone has said that minorities are among our most studied and least aided groups in the United States. Regardless of the merit of that statement, proper research methods are often not used in studying minorities. This book seeks to correct that condition."

244. Livernash, Robert E. Comparable Worth: Issues and Alternatives. Washington: The Equal Employment Advisory Council, 1980. $21.50.

"A timely and comprehensive analysis of the concept of equal pay for jobs of comparable worth. Contains seven papers, prepared by nationally known academic and legal experts, on the ramifications of using a comparable worth approach to pay setting. The authors discuss the current disparity between the average earnings of majority males and those of women and minorities. They analyze the reasons for this disparity and the accuracy of such comparisons. Methods used by employers to establish wage rates are explained. A discussion of the origin of the concept, its impact, and legal status are also provided."

245. Livingston, John C. Fair Game? Inequality and Affirmative Action. San Francisco: W. H. Freeman and Company, 1979. 281 pp. $14.95.

"An excellent book on the history of affirmative action. Cases dealing with affirmative action and equal opportunity are presented. The author defends affirmative action and contends that without it there will never be equal opportunity."

246. L. J. Gordon Associates. How to Handle Discrimination Complaints. Urbana, Illinois: L. J. Gordon Associates/Creative Training Guides, Inc., 1981.

"A how-to book on avoiding illegal or discriminatory personnel administration acts by supervisors and managers. Guidelines are also presented on how to document and substantiate supervisory actions should employees file charges of discrimination with higher levels of management or federal agencies."

246A. Lorber, Lawrence Z., Katherine Savers McGovern, and Richard T. Sampson. Equal Employment Practice Guide--1981. Washington: Bureau of National Affairs, 1981. $60.00.

Written by the Committee on Equal Employment of the Federal Bar Association, this two-volume book cites source materials useful for equal employment administrators.

247. Locke, Hubert G. The Impact of Affirmative Action and Civil Service in American Police Personnel Systems. Chicago: Public Administration Service, 1979.

The author takes "a close look at police personnel policies, the employment of minority persons, and the administration and impact of affirmative action upon police personnel systems."

247A. Luhman, Reid, and Stuart Gilman. Race and Ethnic Relations: The Social and Political Experience of Minority Groups. Belmont, California: Wadsworth Publishing, 1980. 352 pp. $11.95.

"A summary of the struggles and problems faced by minorities in the United States."

248. Lusterman, Seymour. Minorities in Engineering: The Corporate Role. New York: Conference Board of New York, 1979. Conference Board Report No. 756. 53 pp. $15.00.

"Report of the New York Conference Board on minority recruitment in the field of engineering and case studies of minority group professionals."

249. Lysaught, Jerome. Action in Affirmation. New York: McGraw-Hill, Publishers, 1980. 224 pp. $15.95.

250. McConnell, Stephen R., and Leslie A. Morgan (Eds.). The Older Worker: A Selected Bibliography. Los Angeles: University of Southern California, 1979. $2.25.

251. McCulloch, Kenneth J. Selecting Employees Safely Under the Law. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1981. 392 pp. $17.95.

"In this book the author, a recognized EEO authority and personnel consultant, discusses relevant laws, guidelines, and standards and how to use sound personnel practices in order to avoid discrimination suits. Problems in the processes of recruitment, interviews, and selection; assignments, transfers, and promotions; terminations, and other working conditions are examined and discussed in a practical way."

252. McCullough, Joan. First of All. New York: New York: Holt, Rinehart, and Winston, 1981. 176 pp. $10.95.

"First of All is a marvelous publication filled with interesting information on some very special American women and their significant 'firsts.' There are over 160 entries accompanied by appropriate illustrations and some little-known background on each. The book is not only educational, but very entertaining."

253. McDaniels, Carl. Developing a Professional Vita or Resume. Garrett Park, Maryland: Garrett Park Press, 1979. 110 pp. $5.95.

This book "is designed for the professional who frequently needs a detailed summary of his/her educational, employment, and other qualifications. Excellent reference tool."

254. McGuiness, Kenneth C. Preferential Treatment in Employment: Affirmative Action or Reverse Discrimination? Washington: The Equal Employment Advisory Council, 1980.

"Much has been written on the use of preferential admission policies by colleges and universities, but of far greater impact is the use of preference in employment practices. This book provides a much needed analysis of the issues involved in the use of preferential treatment by employers, courts, and the federal government. Topics covered include: (1) the constitutional implications in the use of race and gener based preferences, (2) judicial interpretation of federal EEO statutes, (3) the Federal Contract Compliance Program; its scope, nature, and legality, and (4) the dilemma facing employers required to use employment goals when sued by majority males."

255. McKinnin, Catherine. Sexual Harassment of Working Women. New Haven, Connecticut: Yale University Press, 1979. $7.95 (paper).

256. McLane, Helen J. Selecting, Developing, and Retaining Women Executives. New York: Van Nostrand Reinhold, 1981. 256 pp. $14.95.

257. McNamara, Donna B., Mark J. Safferstone, and Joseph J. Scherer. Preparing for Affirmative Action: A Workbook for Practical Training. Garrett Park, Maryland: Garrett Park Press, 1979. 120 pp. $10.00.

"This workbook can be used as a training resource. It contains 17 exercises to help practitioners, supervisors, and employees better understand the laws and regulations of equal employment, the nature of prejudice, and the ways in which talents of females and minorities can be effectively used. A glossary of terms, excerpts of the law, and extensive bibliographic section on films, books, and media are included."

258. Maguire, Daniel C. A New American Justice: Ending the White Male Monopolies. New York: Doubleday and Company, 1980. 240 pp. $9.95.

260. Manis, Laura G. Womanpower: A Manual for Workshops in Personal Effectiveness. Cranston, Rhode Island: Carroll Press, 1977. 128 pp. $5.75.

261. Manning, Winton H. Beyond Bakke: The Unfinished Agenda In Admissions. Washington: Publications Department, American Association for Higher Education, 1978.

"This paper, presented at the American Association for Higher Education 1978 National Conference, deals with fairness in admissions, the implications of the Bakke case, and educational due process in admissions."

262. Marcus, Laurence R., and Benjamin Sticknew. Race and Education: The Unending Controversy. Springfield, Illinois: Charles C. Thomas, 1981. 384 pp. $19.50.

"Presents a discussion on affirmative action, the traditional role of Black colleges, and other issues pertaining to racial equality in institutions of higher education."

262A. Marden, Charles F. and Gladys Meyer. Minorities in American Society, Fifth Edition. New York: D. Van Norstrand, 1978. $13.95.

"A textbook used in courses in race relations and similar subjects."

263. Marrs, Lawrence W. Section 504 Resource Manual. Springfield, Virginia: National Center for Productivity and Quality of Working Life, 1981. 50 pp. $6.50.

"Reviews 37 sources and services aimed at identifying, locating, and applying for funds to meet Section 504 regulations. Other sources, both private and public, are noted in the appendix."

264. Marshall, F. Ray, and Others. Employment Discrimination: The Impact of Legal and Administrative Remedies. New York: Praeger Publishers, 1978. 153 pp. $22.95.

"Discusses the effects of discrimination remedies. Case studies of affirmative action, laws, and regulations and government contracts are reviewed."

265. Martin, Reed. Educating Handicapped Children: The Legal Mandate. Champaign, Illinois: Research Press, 1979. 192 pp. $8.95.

"Serves as a guide to federal requirements governing educational programs and affirmative action responsibility to the handicapped. Recommendations for compliance implementation are addressed and presented."

266. Martinez, Joseph. Directory of Spanish-Surnamed and Native Americans in Science and Engineering. New York: Foundation for Promoting Advanced Studies, 1979.

"Includes names, addresses, academic disciplines, and research specialities of Spanish-surnamed and Native American scientists and engineers."

267. Massachusetts Department of Education. A Bibliography of Multi-cultural and Sex Fair Resource Materials. Boston: Massachusetts Department of Education, n.d.

268. Massachusetts Department of Education. Equal Opportunity in Physical Education and Athletics. Boston: Massachusetts Department of Education, n.d.

269. Maxfield, Betty D. Science, Engineering, and Humanities Doctorates in the United States: 1979 Profile. Washington: National Academy of Science, 1980.

"A useful guide in compiling availability data."

270. Michelozzi, Betty N. Coming Alive From Nine to Five: The Career Search Handbook. Palo Alto, California: Mayfield Publishing Company, 1980. 186 pp. $7.95.

"Provides useful information on how to hone in on career interests and aptitudes, establish goals, and decide upon changing careers. Exercises, resume writing tips and procedures for career planning and job hunting are included."

271. Michigan Chapter of Paralyzed Veterans of America. Barrier Free Design: A Selected Bibliography. Garden City, Michigan: Michigan Chapter of Paralyzed Veterans of America, Inc., 1981.

"An annotated bibliography of resources for the disabled, elderly, architects, planners, and others."

272. Michigan State University Department of Human Relations. Women and Minority Recruitment: A Resource Guide. East Lansing, Michigan: Michigan State University, Department of Human Relations, 1979.

"Presents relevant information on Blacks, Asians, Hispanics, Native Americans, and women. Included are: (1) over 200 listings of colleges and universities serving a large number of these groups, (2) professional and social organizations, (3) periodicals, newspapers, journals, and media, and (4) several rosters, registries, and directories."

273. Miller, Jean Baker. Toward A New Psychology of Women. Boston: Beacon Press, 1976. 139 pp. $4.95.

"An interesting book on the psychology of women. Topics include issues of domination-subordination, conflict, strength, emotions, and power."

274. Millstein, Ira M., and Salem M. Katsch. The Limits of Corporate Power. New York: The Free Press, 1981. $19.95.

"Deals with the legal and social rules and regulations that organizations must consider today--EEO, occupational health and safety, federal and state laws, and more."

275. Miner, Mary Green, and John B. Miner. Employee Selection Within the Law. Washington: Bureau of National Affairs, 1979. 590 pp. $19.50.

This book "provides a succinct and comprehensive analysis of . . . applicable rules and regulations concerning employee selection."

277. Moffatt, Thomas. Selection Interviewing for Managers. New York: Harper and Row, Publishers, 1980. $14.95

"Excellent description of techniques that provide information for decision making in the process of hiring employees without affecting the applicant's civil rights."

278. Montana, Patrick L., and Margaret V. Higginson. Career Life Planning For Americans: Agenda for Organizations and Individuals. New York: AMACOM Publishing Co., 1981. 204 pp. $17.95.

"A useful reference on career planning and decision making."

280. Moore, Kathryn M., and Peter Wollitzer. Women in Higher Education: A Contemporary Bibliography. Washington: National Association for Women Deans, Administrators, and Counselors, 1979. 114 pp.

"A useful bibliography of women in higher education. Sections consider: (1) historical and contemporary perspectives of academic women, (2) undergraduate and graduate students, (3) administrators, and (4) faculty. Topics of special relevance are discrimination, minority women, training, leadership development, strategies and instruments related to discrimination and its reduction, and career placement. A separate chapter is devoted to bibliographies and demographic studies."

281. Moore, Robert B. Racism in the English Language. New York: Council on Interracial Books for Children, 1981.

This booklet "begins with an essay on the ways in which our language contains, reflects, and perpetuates racism and white supremacy. Suggestions and strategies for sensitizing students to racism in language are included as well as practice exercises. Useful for primary, secondary, and postsecondary education, and teacher training."

282. Morgan, Edward P. Inequality in Classroom Learning. New York: Praeger Publishers, 1977. 240 pp. $22.95.

"Examines the impact of the high school environment on student awareness and understanding of the democratic process. Data demonstrates the importance of socio-economic factors to democratic citizenship."

283. Morris, Frank C., Jr. Current Trends in the Use and Misuse of Statistics in Employment Discrimination and Litigation. Washington: The Equal Employment Advisory Council, n.d.

"An analysis of key issues in the use of statistics in litigating employment bias cases."

283A. Morris, Lorenzo. Elusive Equality: The Status of Black Americans in Higher Education. Washington: Howard University Press, 1979. $10.95.

"A review of the progress and problems of Black Americans in colleges and universities."

284. Muffo, John and Others. Equal Pay for Equal Qualifications? A Model for Determining Race or Sex Discrimination in Salaries: AIR Forum Paper 1978. Paper presented at the Annual Association for Institutional Research Forum. Houston, Texas, May 21-25, 1978. 16 pp.

"Contains a four-step procedure to discern the existence and the extent of discrimination: policy, data collection and analysis, the determination of salary adjustments, follow-up and monitoring procedures."

284A. Murphy, William P., Julius G. Getman, and James E. Jones, Jr. Discrimination in Employment. Washington: Bureau of National Affairs, 1979. 870 pp. $17.50.

"This is a comprehensive summary of equal employment laws, illustrative discriminatory practices, and affirmative action practices."

285. National Academy of Science. Science, Engineering, and Humanities Doctorates in the United States - 1979 Profile. Washington: National Academy of Science, 1980.

"A useful guide in compiling availability data."

286. National Academy of Science. Women Scientists in Industry and Government: How Much Progress in the 1970's? Washington: National Academy of Science, 1980. 56 pp. $5.00.

"This report examines the extent to which the role of women in technical fields has improved within the last decade. Information provided includes the supply of women holding doctoral degrees, and salary and hiring data for both the public and private sectors."

287. National Advisory Committee on Women's Educational Programs. Summary Statistics on Enrollment of Women in Professional Schools. Washington: National Advisory Committee on Women's Educational Programs, 1981. 4 pp.

"Contains summary tables showing women's increased involvement and participation in various professional programs."

288. National Alliance of Businessmen. A Directory of the Historically Black Colleges and Universities in the United States. Washington: National Alliance of Businessmen, 1978. 110 pp. Free.

Provides data on "enrollment figures, types of degrees offered, and the number actually granted."

289. National Association of Counties Research, Inc. Section 504 Training and Reference Manual. Washington: National Association of Counties Research, Inc., 1980.

"This self study manual on 504 is applicable to local government agencies. It is very readable and clearly indexed. The illustrative case examples presented are relevant and useful for group consciousness-raising in addition to the individual self study they were designed to assist."

289A. National Association of Independent Schools. Recruiting Minority Students. Boston: National Association of Independent Schools, 1979. $2.75.

"A report by the Minority Affairs Committee of NAIS on procedures used to recruit minority students for secondary schools."

290. National Association of State Universities and Land-Grant Colleges. An Inventory of Equal Opportunity Programs Reported by Members of the National Association of State Universities and Land-Grant Colleges. Washington: National Association of State Universities and Land-Grant Colleges, 1980. 74 pp. $5.00.

"A useful directory describing programs for members of minority groups, females, and the handicapped."

291. National Association of Trade and Technical Schools. The Handbook of Trade and Technical Careers and Training. Washington: National Association of Trade and Technical Schools, 1981. 48 pp. Free.

"Lists over 98 career fields and information on institutions offering those programs. Private institutions accredited by the Association are also included in this book."

291A. National Board on Graduate Education. Minority Group Participation in Graduate Education. Washington: National Academy of Sciences, 1976. $7.00.

"A report on the status of minorities in graduate education."

293. National Civil Service League. Federal Mandates for Affirmative Action: A National Civil Service League Guidebook for Public Employers. Washington: National Civil Service League, 1972.

". . . has been designed as a helpful reference tool, primarily for . . . those working in the state and local sector; specifically, public personnel directors, personnel practitioners, manpower specialists, public officials, community action leaders, and others concerned about affirmative action."

294. National Civil Service League. Judicial Mandates for Affirmative Action: NCSL's National Center Guidebook for Public Employers. Washington: National Civil Service League, 1973.

"The court cases in this book center on public employers who have been charged with discrimination, generally under the Civil Rights Act of 1966 and 1971 and the 14th Amendment to the Constitution. The precedents established in these cases apply under Title VII, and with the 1972 law making it easier to file complaints against public employers, state and local governments are extremely vulnerable to court action if they do not identify and eliminate discriminatory practices."

295. National Federation of the Blind. Blind and Physically Handicapped in Competitive Employment: A Guide to Compliance. Baltimore: National Federation of the Blind, 1979. 24 pp.

"Discusses relevant federal laws and regulations, trends in social policy, and public attitudes toward employing handicapped individuals and the requirements for compliance."

296. National Federation of the Blind. Handbook for Blind College Students. Baltimore: National Federation of the Blind, n.d.

297. National Institute of Education. Conference on the Educational and Occupational Needs of American Indian Women, October 1976. Washington: National Institute of Education, 1980.

"Contains a series of reports on American Indian women and lists of recommendations for governmental and other policy makers."

298. National Institute of Education. Conference on the Educational and Occupational Needs of Asian-Pacific American Women, August 1976. Washington: National Institute of Education, 1980.

"Contains a series of reports on Asian-Pacific American women and lists of recommendations for governmental and other policy makers."

299. National Institute of Education. Conference on the Educational and Occupational Needs of Black Women, December 1975, Vols. 1 and 2. Washington: National Institute of Education, 1980.

"Contains a series of reports on Black women and lists of recommendations for governmental and other policy makers."

300. National Institute of Education. Conference on the Educational and Occupational Needs of Hispanic Women, 1976. Washington: National Institute of Education, 1980.

"Contains a series of reports on Hispanic women and lists of recommendations for governmental and other policy makers."

301. National Institute of Education. Conference on the Educational and Occupational Needs of White Ethnic Women, 1978. Washington: National Institute of Education, 1980.

"Contains a series of reports on white ethnic women and lists of recommendations for governmental and other policy makers."

302. National Institute of Health. Women in Biomedical Research: May 1978 Conference Report. Bethesda, Maryland: Special Programs Office, National Institute of Health, 1978.

"Examines current issues on the participation of women in biomedical research and includes special topics on research, non-tenure track positions, part-time employment, minority women, and list of recommendations."

303. National Registry for Women in Science, Engineering, and Medicine. Washington: National Registry of Women in Science and Engineering, 1981.

"This registry contains the names of over 6,000 females in all areas of engineering and science. A great talent bank of resources."

304. National Research Council. A Selected List of Major Fellowship Opportunities and Aids to Advanced Education for U.S. Citizens. Washington: National Science Foundation, 1980. 61 pp.

"Includes titles of fellowship programs, eligibility requirements, and address and contact information regarding each program."

305. National Research Council. Women Scientists in Industry and Government: How Much Progress in the 1970's. Washington: National Academy of Science, 1980. 56 pp. $5.00.

"This report examines the extent to which the role of women in technical fields has improved within the last decade. Information provided includes the supply of women holding doctoral degrees, and salary and hiring data for both the public and private sectors."

306. National Science Foundation. Characteristics of Experienced Scientists and Engineers. Washington: National Science Foundation, 1978.

"A statistical reference on the number of scientists and engineers in the labor force by field, level of degree, age, sex, race, employment status, and type of employer. Median salary figures are also included."

307. National Science Foundation. Roster of Women and Minority Engineering Students. Washington: National Science Foundation, 1979.

"Provides data on 1977 and 1978 graduates of engineering schools by name, field of study, degree level, sex, race, and ethnic status."

308. National Science Teachers Association. Women Scientist Roster. Washington: National Science Teachers Association, 1981.

"A resource book on 1,300 women who have participated in programs to encourage women to elect courses and careers in the fields of science."

309. National Urban League, Inc. The State of Black America: 1980. New York: National Urban League, Inc., 1980.

"An annual publication of the National Urban League which is designed to review the progress, or lack thereof, of Black America across several dimensions including economic progress, Black families, education, energy, social services, housing, politics, and crime."

310. National Women's Studies Association. 1980 List of Women Studies Programs. College Park, Maryland: National Women's Studies Association, 1981.

"A directory of 300 colleges and universities in the United States and Canada which offer women studies programs."

311. Neely, George M. Affirmative Action: Reflections on the Issues Raised from a Social Psychological Perspective. Madison, Wisconsin: American Society for Training and Development, 1978.

" . . . provides a brief historical perspective and a range of viewpoints on a few of the contemporary issues associated with affirmative action."

312. Neugarten, Dail Ann, and Jay M. Shafritz. Sexuality in Organizations: Romantic and Coercive Behaviors at Work. Oak Park, Illinois: Moore Publishing Company, Inc., 1981. 166 pp. $9.00.

"A series of articles examining the differences between romantic and coercive sexual behaviors in the working environment, their impact upon motivation, productivity, and harmony in the organization. A brief bibliography and cases of sexual harassment are listed."

312A. Nelson, Esther B. A Model Community Program for Ethnic Minority Low Income Women. Palo Alto: R and E Research Associates, 1979. 140 pp. $9.00.

"Suggestions for more effective assistance through community education programs."

313. Newby, James E. Black Authors and Education: An Annotated Bibliography of Books. Washington: University Press of America, 1980. 113 pp. $15.00.

Newby provides "an annotated bibliography of books concerning education and educational policy by Black authors covering the period from the 1800's to the present. Extensive research including surveys, questionnaires, telephone inquiries, and document analysis resulted in this reference."

314. Nichols, Sonia M. The Affirmative Action Phenomenon: Reverse Discrimination. Master's Thesis. Ann Arbor, Michigan: University Microfilms, 1978.

"This study examines and considers the phenomenon of affirmative action by surveying the attitudes of college students and employees toward discrimination."

315. Nies, Judith. Women and Fellowships. Washington: Women's Equity Action League, 1976.

"Examines sex bias in fellowship programs and highlights changes which are needed."

316. Nieva, Veronica F., and Barbara A. Gutek. Women and Work: A Psychological Perspective New York: Praeger, 1981. 190 pp. $19.95.

"Contains bibliographic information on working women and their characteristics, motivations, sex roles, and abilities."

317. Noland, Robert L. (Ed.). The Career Resource Center. New York: Human Science Press, Inc., 1978. 157 pp. $16.95.

317A. Northrup, James P. Old Age, Handicapped, and Vietnam Era Anti-Discrimination Legislation. Philadelphia: Wharton School of Business, 1978. $3.00.

"A summary of recent laws on discrimination in the above areas."

317B. Novarra, Virginia. Women's Work. Men's Work: The Ambivalance of Equality. Lawrence, Massachusetts: Merrimack Book Service, 1980. 160 pp. $12.00.

"The issues related to sex equality in employment."

318. Oakley, Anne. Sex, Gender and Society. New York: Harper and Row, Publishers, 1973. $3.95.

318A. Olivas, Michael. The Dilemma of Access: Minorities in Two-Year Colleges. Washington: Howard University Press, 1979. $8.95.

"A review of some of the problems related to minority participation in two-year college programs."

319. Osborne, Ruth. Continuing Education for Women's Programs: Administrative Handbook. Newton, Massachusetts: Education Development Center, 1978. $3.00.

This handbook, "developed under a Women's Educational Equity Act grant, presents guidelines for implementing and maintaining programs for women in continuing education."

320. O'Toole, J. Corbett, and CeCe Weeks. What Happens After School? Newton, Massachusetts: Women's Educational Equity Act Program, 1978.

"Considers the barriers disabled females face in educational organizations and employment contexts. Issues including counseling, tracking, and nontraditional careers are discussed and resource information on relevant topics such as barrier free architecture and educational opportunities is cited."

321. Parkhouse, Bonnie, and Jackie Lapin. Women Who Win: Exercising Your Rights. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1980. 256 pp. $5.95.

"Several methods of attaining equality in athletics for women are explored in this book. Legal vehicles, court rulings, and persuasions are but a few of the topics considered. Specific services, facilities, and benefits are listed in the final chapter."

322. PEER. Anyone's Guide to Filing a Title IX Complaint. Washington: PEER, n.d.

"This book deals with information on who may file a Title IX complaint, under what circumstances, how to do it, and what can be expected from the Department of Education."

323. PEER. Summary of Title IX Regulations. Washington: PEER, n.d.

"A four-page pamphlet summarizing the complex regulations issued by HEW on Title IX."

323A. Pendergrass, Virginia E. (Ed.). Women Winning: A Handbook for Action Against Sex Discrimination. Chicago: Nelson-Hall, 1979. $15.95.

"Guidelines for effective challenges to sex discrimination."

324. Peres, Richard. Preventing Discrimination Complaints. New York: McGraw-Hill Book Company, 1977. $18.95.

The author provides "practical and succinct guidelines on complaint prevention in key personnel areas."

324A. Perlman, Jeanette, and Grover Clark. Equal Employment Opportunity Compliance and Affirmative Action. Holbrook, New York: HIP Publishers, 1978. $89.95.

325. Personnel Management Association of Aztlan. Mexican-American Handbook of Affirmative Action Programs. Downey, California: Personnel Management Association of Aztlan, n.d.

"Includes lists of high schools and higher education institutions having Chicano development programs. Names of placement officers, student organizations, numbers of Chicano graduates, and organizations predominantly in the Southwest are listed."

326. Peterson, Marvin W., Robert T. Blackburn, Zelda F. Gamson, Carlos H. Arce, Rosell W. Davenport, and James R. Mingle. Black Students on White Campuses: The Impacts of Increased Black Enrollments. Michigan: Institute for Social Research, 1978. 384 pp. $16.00.

"A detailed examination of the responsiveness of colleges and universities to Black students and other minorities. The research follows the entry of these students into and their impact on 13 institutions of higher education. Environmental forces identified as supportive or non-supportive to Black student enrollment, institutional responses, role of government agencies, and patterns of conflict are discussed."

326A. Pettman, Barrie O. Equal Pay for Women. New York: McGraw-Hill, 1977. $12.95.

"No problem has been clearer than the issue of unequal pay for men and women performing what amounts to the same work. This is one of a number of good books on this issue."

327. Pickens, Judy E., Patricia Walsh Rao, and Linda Cook Roberts. Without Bias: A Guidebook for Nondiscriminatory Communication. San Francisco: International Association of Business Communicators, 1977.

"Discusses bias free communication; communication sensitive about handicaps; bias reduction in meetings, conferences and workshops; and a case study of a communications affirmative action program."

327A. Player, Mack A. Cases and Materials on Employment Discrimination Law. St. Paul, Minnesota: West Publishing, 1980. $19.95.

"A study guide for learning about equal employment laws and necessary documentation related to them."

328. Prentice-Hall Editorial Staff. EEOC Compliance Manual. Englewood Cliffs, New Jersey: Prentice-Hall Publishers, 1981.

"Contains information, annually updated, on all aspects of laws and policies pertaining to equal employment opportunity and affirmative action. A useful and informative manual."

329. President's Committee on Employment of the Handicapped. Architectural Checklist for Making Colleges and Universities Accessible. Washington: The President's Committee on Employment of the Handicapped, n.d.

330. President's Committee on Employment of the Handicapped. Getting Through College with a Disability. Washington: The President's Committee on Employment of the Handicapped, n.d.

331. President's Committee on Employment of the Handicapped. How to Get A Job: A Handy Guide for Jobseekers. Washington: U.S. Government Printing Office, 1977.

"This guide contains information on job searches and handicapped employment."

332. President's Committee on Employment of the Handicapped. The College Student With A Disability: A Faculty Handbook. Washington: The President's Committee on Employment of the Handicapped, n.d.

"Provides information on numerous types of disabilities and the educational adjustments and accommodations these students may need during their college experience."

333. Project on the Status and Education of Women. Institutional Self-Study Guide on Sex Equity for Postsecondary Educational Institutions. Washington: Association of American Colleges, 1981.

This book "serves as a guide to help colleges and universities attain sex equity for a number of constituents including students, faculty, administrators, and staff members."

334. Project on the Status and Education of Women. Recruiting Women for Traditionally 'Male' Careers: Programs and Resources for Getting Women into the Men's World. Washington: Association of American Colleges, 1977.

335. Project on the Status and Education of Women. Re-Entry Women Packets. Washington: Association of American Colleges, 1977.

"Contains three packets of five reports per packet as follows: Packet I: An Overview of Reentry Women; Reentry Women: Relevant Statistics; Recruitment and Admissions; Barriers to Reentry Women: College Transfer Policies, Residency, and Graduate Requirements, and Reentry Women: Special Programs for Special Populations. Packet II: Confidence and Competence: Basic Skills Program; Reentry Women:

Part-time Study, Full-time Commitment; Reentry Women and Graduate School; Reentry Women Getting an Education Without a Degree; and Student Support Services. Packet III: Financial Aid; Campus Child Care; Obtaining a Degree; Counseling Needs; and Reentry Women: A Short Selected List of Bibliographies."

336. Project on the Status and Education of Women. Women in Higher Education Administration. Washington: Association of American Colleges, 1978. 8 pp.

"An examination of the obstacles women face in academic decision-making tasks and a presentation of effective strategies for improving their status in higher education administration. Affirmative action goals, search processes, and the establishment of programs are discussed."

337. Project on Women in Science. Programs in Science: Mathematics and Engineering for Women in the United States: 1966-1978. Washington: American Association for the Advancement of Science, 1978.

"An inventory of over 300 projects designed to increase the number and status of women in non-traditional careers such as science, mathematics, and engineering. An extensive bibliography and listing of females and professional committees is included."

338. Pylant, Jill T., John C. Kresslein, and Judith B. Keyserling. Equal Employment Opportunity and Affirmative Action: A Guide for Local Governments. Columbia, South Carolina: Bureau of Governmental Research and Service, 1979. 206 pp.

"Includes up-to-date information on the federal laws and regulations pertaining to equal employment opportunity, an approach for developing affirmative action programs and plans, a method for discerning goals and compiling relevant information, a checklist, case study, model AAP format, and annotated bibliography."

339. Ramsay, Ronald T. Effective Employment Interviewing: Fair and Valid Methods for Hiring Qualified Personnel. Chicago: The Dartnell Corporation, 1978.

"This loose-leaf book is designed for use in workshops as well as being a desk reference for professionals. Its chapters include: (1) Position Requirements, (2) Skills Determination, (3) Application Process, (4) Tests, (5) The Interview, (6) Orientation, and (7) Follow-up."

340. Ratner, Ronnie Steinberg (Ed.). Equal Employment Policy for Women. Philadelphia: Temple University Press, 1980. 544 pp. $25.00.

"A collection of essays on a number of topics including equal pay, equal opportunity for women in the labor market, program development, and assessment of operational strategies."

341. Redden, Martha Ross (Ed.). Assuring Access for the Handicapped. San Francisco: Jossey-Bass Inc., Publishers, 1979. 120 pp. $6.95.

"This sourcebook contains articles written by individuals working with handicapped individuals. Institutional case material is used to demonstrate the ways in which colleges and universities can reduce architectural and policy barriers that have previously restricted the employability and admissibility of handicapped persons. Campus services, student responsibility, roles of faculty and administrators, and legal technicalities are topics of discussion."

342. Reid, Peter (Ed.). Fair Employment Compliance. New York: Management Resources, Inc., 1975.

"EEO court rulings, laws, suits, and their significance to employees are discussed in this book."

343. Reimer, Eleanor S. (Ed.). Women and History. New York: The Institute, 1980.

"Includes monographs on the positions, problems, and roles of females in different historical periods."

343A. Rich-McCoy, Lois. Late Bloomer: Profiles of Women Who Found Their True Callings. New York: Harper and Row, 1980. 208 pp. $9.95.

"Sketches of 15 career women and their development as reflected in their current occupational status."

344. Rinella, Richard J., and Claire C. Robbins. Career Power: A Manual for Personal Career Advancement. New York: AMACOM, 1980. 281 pp. $14.95.

"In this guidebook the authors show you how to evaluate and find a new career. Topics include the identification of job skills and markets, advertisement and sale of these skills, contract agreements, and upward mobility."

345. Robert Moton Memorial Institute. Moton Guide to American Colleges with a Black Heritage. Washington: Robert Moton Memorial Institute, 1981.

"A directory of Black colleges and universities and information on admissions, benefits, program offerings, size of school, and other relevant information."

345A. Roby, Pamela. Where Do We Go From Here: Conditions of Women in Blue-Collar Jobs. Cambridge, Massachusetts: Schenkman, 1980. 258 pp. $8.95.

"Despite the entry of women in a number of blue-collar fields traditionally dominated by men, problems remain before women may gain full acceptance and this book reviews them."

345B. Roche, G. The Balancing Act: Quota Hiring in Education. LaSalle, Illinois: Open Court, 1974. $2.95.

"An early review of issues and problems related to numerical hiring goals."

346. Rose, Clare (Ed.). Meeting Women's New Educational Needs. San Francisco: Jossey-Bass, Inc., Publishers, 1975.

"Suggestions on how to eliminate barriers and reinforce the educational goals of women are presented in this sourcebook. Illustrations focus on the areas of course scheduling, skills training, liberal arts education, counseling, and financial aid."

347. Rosen, Lawrence (Ed.). American Indians and the Law. New Brunswick, New Jersey: Transaction Books, 1978. 223 pp. $16.95.

"A collection of essays on the following topics: (1) The Indian Policy Review Commission, the BIA, and tribal courts, and (2) Indian resources and tribal self-determination--water rights, Alaskan Native claims, and Indian education."

348. Ross, Michael J., and William M. Burg. I Respectfully Disagree with the Judge's Order: The Boston School Desegregation Controversy. Washington: University Press of America, 1981. 782 pp. $29.75.

In this book, the authors "explore how leaders responded to various developments concerning the Boston school desegregation court order."

349. Rossman, J. E., H. S. Astin, A. W. Astin, and E. S. El Khawais. Open Admissions at CUNY: An Analysis of the First Year. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1975.

350. Rusch, Frank R., and Dennis E. Mithaug. Vocational Training for Mentally Retarded Adults. Champaign, Illinois: Research Press, 1981.

"This program book describes procedures for bringing mentally retarded persons into the mainstream of society and into competitive employment positions. Components of a vocational training program and a method for obtaining cooperation from community and organizational persons are included."

351. Sagalyn, Rita, Sigrid Harrison, and Anne Novak. Affirmative Action in Eastern Massachusetts--Is It Working for Women? Lexington, Massachusetts: National Organization for Women, 1978.

"Sponsored by the Lexington Area Chapter of the National Organization for Women (NOW), this report contains information on the components of an affirmative action program, questionnaire, and study results."

352. Sahlein, Stephen. The Affirmative Action Handbook: Dealing with Day-to-Day Supervisory Problems. New York: Executive Enterprises Publications, Inc., 1978. $4.95.

"This handbook discusses the complex EEO laws in simple terms and applies them to the working setting. A glossary of terms, 22 case study illustrations and an 8-page chart are included in this text."

353. Sandmeyer, Louis, Patricia Kohn, Jeanne Baker Driscoll, Charlene H. Harrison, and Mary Ann Danowitz Sagaria. A Program for Optimizing Women's Leadership Skills (OWLS). Washington: National Association for Women Deans, Administrators, and Counselors, 1977. $7.00

This monograph "presents an historical view of women in leadership roles, a review of the literature, existing programs, a rationale for the OWLS program, an exposition of the OWLS program, and recommendations for use. Excellent for training programs and seminars."

354. Sattler, Jerome M. Counseling Black Clients. San Diego: San Diego State University, 1982.

This book "is a useful tool for persons working with minority group clients. Studies and case histories of problems are cited and discussed."

354A. Schaefer, Richard. Racial and Ethnic-Groups. Boston: Little, Brown and Co., 1979. $15.95.

"A teaching tool, complete with instructor's guide, for training in sensitivity to distinctions among racial and cultural groups."

355. Schlacter, Gail (Ed.). Directory of Financial Aids for Women. Los Angeles: Reference Service Press, 1978. $16.95.

"Excellent reference resource. Directory contains information on scholarships, fellowships, and loans for women; sources of educational benefits, credit unions; and other financial assistance resources."

355A. Schlacter, Gail A. and Donna Belli. Minorities and Women: A Guide to Reference Literature in the Social Sciences. Los Angeles: Ready Reference Press, 1979. $19.50.

"A review of resources describing the status of women and minorities in the social sciences."

355B. Schlei, Barbara L., and Paul Grossman. Employment Discrimination Law. Washington: Bureau of National Affairs, 1976. $39.50.

"Developed under the aegis of the Bureau of National Affairs, this book reports on laws dealing with affirmative action issues. It was updated with a 1979 supplement which sells for $8.50."

356. Schrader, William B. (Ed.). Admissions Testing and The Public Interest. San Francisco: Jossey-Bass Inc., Publishers, 1981.

"Based on papers from the 1980 Educational Testing Service Conference, this text examines equity in admissions testing, the preparation and interpretation of scores and tests, and the impact of governmental regulations on professional standards."

356A. Schreiber, Carol T. Changing Places. Men and Women in Traditional Occupations. Cambridge: MIT Press, 1979. $15.00.

"A report on changes in work roles of men and women as barriers, based on discrimination or societal expectations, inhibit their entrance into many fields."

356B. Schwartz, Rosalind (Ed.). Equal Employment Opportunity Enforcement: One Law--One Agency or Multiple Jurisdictions? Los Angeles: UCLA Institute of Industrial Relations, 1978. $4.50.

"Many feel that federal and other equal employment laws are handicapped because of the many agencies involved in their enforcement. This book reviews the problem and its implications."

357. Seidman, Ann (Ed.). Working Women: A Study of Women in Paid Jobs. Boulder, Colorado: Westview Press, 1978.

"A study of women in employment and some of their characteristics. Female executives and members of minority groups are also considered."

358. Sells, Lucy (Ed.). Toward Affirmative Action. San Francisco: Jossey-Bass Inc., Publishers, 1974. 99 pp.

In this book, the author "identifies problem areas, goals, and issues pertaining to affirmative action and presents alternative policies."

358A. Shenton, James P., and Gene Brown. Ethnic Groups in American Life. New York: Arno, 1978. $35.00.

"A part of the Great Contemporary Issues Series, this book reviews the role of ethnic groups in this country."

358B. Sherman, Herbert L. et al. Discrimination in Employment, Labor Relations, and Social Problems. Washington: Bureau of National Affairs, 1979. $17.50.

"A training document developed by the Bureau of National Affairs staff on the implications of discrimination."

359. Sicherman, Barbara, Carol Hurd Green, Ilene Kantor, and Harriett Walker (Eds.). Notable American Women, The Modern Period. Cambridge, Massachusetts: Belknap Press of Harvard University Press, 1980.

"A biographical study of over 442 women spanning the years from the late 19th through the mid-20th centuries. This publication and its predecessor, Notable American Women, 1607-1950, are great additions to any reference library."

360. Siegel, Jerome. Personnel Testing Under EEO. New York: AMACOM, 1980. 92 pp. $13.50.

"Addresses the question 'to test or not test?' and describes the requirements within which employers must operate as they select prospective candidates. Problems, procedures, and responsibilities are outlined."

361. Sims, William E., and Bernice Bass de Martinez. Perspectives in Multicultural Education. Washington: University Press of America, 1981.

Authors "discuss how teachers can best prepare themselves to deal with students of diverse multicultural and ethnic backgrounds. Good reference."

362. Sindler, Allan P. Bakke, DeFunis, and Minority Admissions: The Quest for Equal Opportunity. New York: Longman Inc., 1978. 358 pp. $12.95.

In this book, the author "examines and discusses questions relating to the fairness to minorities of standardized tests, the distinction between quotas and goals, and the possible alternatives to preferential admissions. ... a subtle blending of the circumstances of the Bakke and DeFunis cases."

363. Smith, Arthur B., Jr. Employment Discrimination Law: Cases and Materials. Indianapolis: The Bobbs-Merrill Company, Inc., Contemporary Legal Education Series, 1978. 1,400 pp. $27.50. 1980 Supplement $6.00.

364. Smith, Ed. Black Students in Interracial Schools: A Guide for Students, Teachers, and Parents. Garrett Park, Maryland: Garrett Park Press, 1980. 134 pp. $7.95.

"Special problems faced by minority students

and strategies for survival and success are discussed in this guidebook. Some of the problems considered include: (1) academics and the Black student, (2) interracial dating, (3) conflict resolution and when and where to fight back or compromise, (4) how to handle the law, (5) personal development/mental health goals, and (6) educational/occupational planning."

364A. Smith, Jeff E., and Cathy Henderson. Enrollment and Retention in and Desegregation of Postsecondary Education Institutions: An Abridged Bibliography. Durham, North Carolina: North Carolina Central University, 1982. 43 pp. $7.00.

"A book citing around 500 references to enrollment, retention, and desegregation concerns related to minority students. It was developed through the Institute on Desegregation."

365. Smith, Ralph E. Women in the Labor Force in 1990. Washington: Urban Institute, 1979. 176 pp. $7.00.

"Provides information and data on employed women and projection of women in the labor market."

366. Snider, Patricia J., and Renoe F. Broderick. Human Resources Planning: A Guide to Data. Second Edition. Washington: The Equal Employment Advisory Council, 1980. 400 pp. $21.00.

"An updated and expanded edition of EEOC's earlier Guide to Data designed to facilitate the search for appropriate availability data needed for affirmative action planning and other aspects of EEO administration. This new 400-page volume offers detailed descriptions of data contained in 116 data resources published by federal agencies and private organizations. The guide does not present actual data, but does identify the types of data, methodology, geographic units, significant findings, and acquisition information for each report."

366A. Sobel, Lester A. (Ed.). Quotas and Affirmative Action. New York: Facts on File, 1979. $17.50.

"A review of the issues related to use of numerical goals in the equal employment program."

367. Solmon, Lewis C. Male and Female Graduate Students: The Question of Equal Opportunity. New York: Praeger Publishers, 1976. 160 pp. $18.95.

This study "presents an operational definition of sexual harassment in graduate education, discloses the existence of differential treatment between the sexes and whether differential treatment is the result of institutional sexism or traditional socialization processes. Admissions, geographic and institutional mobility, and financial assistance policies and practices are also reviewed."

368. Solmon, Lewis C., and Others. Underemployed Ph.D.'s. Lexington, Massachusetts: Lexington Books, D. C. Heath and Company, 1981. 368 pp. $32.95.

"Assesses the job market for holders of doctorates in the fields of engineering, the humanities, and the sciences."

369. South Carolina Human Affairs Commission. Think Affirmation. Columbia, South Carolina: South Carolina Human Affairs Commission, 1975.

"A manual on affirmative action. Executive, legislative, and judicial mandates are included as well as the essential components of a workable affirmative action plan."

370. Sprague, Norman, and Hilary F. Katz. Find A Job: A Resource Book for the Middle-Aged and Retired. New York: Adelphi University Press, 1978.

"A directory of employment opportunities for the middle-aged and retired person as well as information on job searches and employment sources."

371. Sprandel, Hazel T., and Marlin R. Schmidt. Serving Handicapped Students. San Francisco: Jossey-Bass, Inc., Publishers, 1980.

"The needs of handicapped students, federal regulations, and services are discussed in this book. A detailed analysis of the actions professionals should take to ensure compliance with the law are provided by the authors."

371A. Spring Hill Center. Police-Minority Community Relations: The Control and Structuring of Police Discretion. Wayland, Minnesota: Spring Hill, 1978. $2.50.

"Few issues are as sensitive as that of the police and the minority community in most areas. This book provides suggestions for a more satisfactory relationship."

372. Squires, Gregory D. Affirmative Action: A Guide for the Perplexed. East Lansing, Michigan: Institute for Community Development, Michigan State University, 1977. 204 pp. $4.50.

"Squires summarizes major legislation, court decisions, and implementing regulations pertaining to affirmative action. A directory of federal organizations engaged in compliance, research, advocacy, and other civil rights related activities is presented."

373. Stanford Center for Chicano Research. National List of Chicano Contacts in Higher Education. Palo Alto, California: Stanford Center for Chicano Research, Stanford University, 1981. 86 pp.

"An 86-page listing of male and female Chicanos

listed as members of the faculty, administration, and staff according to institutional affiliation and state."

374. Stanton, Erwin S. Successful Personnel Recruiting and Selection: Within EEO/AA Guidelines. New York: AMACOM, 1980. 210 pp. $15.95.

"Contains a guide to EEO regulations and several steps for effective recruitment and selection. Steps are: (1) determine realistic staffing specifications, (2) effective applicant recruitment, (3) initial screening, (4) checking employment references, (5) interview process, and (6) evaluating the applicant. Case studies, sample forms, and selected sources for women and minority groups are included."

374A. Stead, Betty A. Women in Management. Englewood Cliffs, New Jersey: Prentice-Hall, 1978. $14.95.

"A review of the role and issues related to women in higher management positions."

375. Stent, Madelon D., and Frank Brown. Minority Access and Achievement in Higher Education. New York: Praeger Publishers, 1981. 200 pp. $18.95.

"As suggested in the title, the major focus of this book is on minority access and achievement in postsecondary education. Enrollment and earned degree data for members of minority groups are presented by institutional type and educational level. Finally, a review of existing and ongoing research on affirmative action, recruitment, financial assistance, and admissions is presented."

376. Stoddard, Cynthia. Sex Discrimination in Educational Employment: Legal Alternatives and Strategies. Holmes Beach, Florida: Learning Publications, Inc., 1981. 160 pp. $11.95.

"Provides basic information on what employment rights are guaranteed under the law, what responsibilities the educational employer has in establishing nondiscriminatory policies and practices, and what means are available to an individual filing a charge of discrimination."

376A. Stokes, Arch. Equal Opportunity Handbook for Hotels, Restaurants, and Institutions. CBI Publications, 1979. $15.95.

"A practical working guide to promote the development of the affirmative action program."

377. Stromberg, Ann H., and Shirley Harkess (Eds.). Women Working: Theories and Facts in Perspective. Palo Alto, California: Mayfield Publishing Company, 1978. $11.95.

"This book contains essays, lectures, and addresses on working women--professionals, office personnel, blue collar workers--salaries and sex role information."

378. Superintendent of Documents. Affirmative Action and Equal Employment: Volumes 1 and 2. Washington: U.S. Government Printing Office, 1974. S/N #5215-00024.

"Volume I is a review of the historical and legal basis of affirmative action and includes basic steps to develop an affirmative action program. Volume 2 contains sample forms to be used in setting up record keeping for affirmative action programs."

379. Superintendent of Documents. Applicant EEO Data Systems in State and Local Government: Practical Applications and Current Developments. Washington: U.S. Government Printing Office, 1981. S/N #006-000-01269-8. $3.50.

"This pamphlet is the second of two publications to help state and local governments comply with record-keeping requirements under the Uniform Guidelines on Employee Selection Procedures (1978). It emphasizes proper procedures for soliciting applicant information on race, sex, and national origin and provides guidance on developing survey questionnaires. An update of EEO data systems in state and local jurisdictions is included."

380. Superintendent of Documents. Assessing the Distribution of Minorities and Women in Relevant Labor Markets: A Guide for State and Local Governments. Washington: U.S. Government Printing Office, n.d.

"Discusses procedures and general consideration in conducting relevant labor market comparative analyses for state and local governmental versus nongovernmental occupations. The procedures are presented in five steps describing: occupations, recruitment and selection procedures, the jurisdiction's workforce, appropriate comparison data, and evaluating adverse impact and underutilization. Lists of references and possible sources of information are included."

381. Superintendent of Documents. Hispanic Employment: A Recruitment Sources Booklet, Including Recruitment Sources in Puerto Rico. Washington: U.S. Government Printing Office, 1981.

"... a comprehensive document containing lists of national, state, and local Hispanic community organizations as well as other information useful in recruiting Hispanics."

382. Superintendent of Documents. Spanish Speaking Recruitment Sources: Bulletin of the U.S. Civil Service Commission (SSP-75). Washington: U.S. Government Printing Office, 1981.

"Comprehensive listing of junior colleges with significant Spanish speaking students, major media, and organizational consultants reaching this ethnic group."

383. Superintendent of Documents. To Form A More Perfect Union: Justice for American Women. Washington: U.S. Government Printing Office, 1976.

"This report, prepared for submission to the President, explores barriers to equal opportunity for women."

384. Superintendent of Documents. Women. Washington: U.S. Government Printing Office, 1980. S/N #SB-111.

"An annotated bibliography on women in the United States. Areas considered include education, employment, health, law, and statistical information sources pertaining to women."

385. Stimpson, Catherine, and Ethel S. Pearson (Eds.). Women: Sex and Security. Chicago: The University of Chicago Press, 1960. $14.95.

386. Swann, Ruth N. (Ed.). Financial Aid for Minorities in . . . . Garrett Park, Maryland: Garrett Park Press, 1981. $20.00 for set.

"Series of eight booklets that describe undergraduate and graduate level financial aid programs for minorities in allied health, business, education, engineering, law, communications, medicine, and science."

387. Swanson, Kathryn. Affirmative Action and Preferential Admissions in Higher Education: An Annotated Bibliography. Metuchen, New Jersey: Scarecrow Press, 1981. 344 pp. $17.50.

"Lists government publications, periodical and newspaper articles, books, and selected chapter from books on affirmative action and higher education admissions."

388. Taborn, John M. Affirmative Action Attitudes of City of Minneapolis Civil Service Employees (forthcoming).

389. Taborn, John M. Affirmative Action: Evaluation of Training for State of Minnesota. Minneapolis: Dr. John M. Taborn, 1978.

"Review of awareness training sessions conducted by the author over a three-year period for the state of Minnesota employees."

390. Taylor, Silas W., Jr. Women and Minority Recruitment: A Resource Guide. East Lansing: Michigan State University, Department of Human Relations, 1981.

"Over 200 colleges and universities with significant minority/women enrollments are catalogued. Section Two presents an organized profile of professional and social organizations for each of the groups mentioned in the text. Section Three lists periodicals, newspapers, professional journals, and radio stations whose communications are within the communities that have people you are looking for . . . ."

391. The Iowa, Kansas, Missouri, and Nebraska Advisory Committee to the U.S. Commission on Civil Rights. State Government Affirmative Action in Mid-America. Washington: U.S. Government Printing Office, 1978.

"A government report on equal employment opportunity and affirmative action in midwest governments."

391A. Thomas, Judith A. Interethnic Sensitivity Materials for Educators Who Want to Know. Washington: University Press of America, 1978. $9.75.

"Training materials to help prepare persons for more effective roles in multi-ethnic settings."

392. Thompson, Louise (Ed.). For Women and For Men: Sex Equality in Counselor Education and Supervision. Denver, Colorado: ACES Commission on Sex Equality Concerns, University of Colorado, 1979. 91 pp. $5.00.

"A handbook containing training exercises for workshops on sex equality. Excellent resource of counselors, supervisors, educators, and trainers."

393. Tiedt, Pamela, and Iris M. Tiedt. Multicultural Teaching: A Handbook of Activities, Information, and Resources. Rockleigh, New Jersey: Longwood Division, Allyn and Bacon, Inc., 1979. 370 pp. $19.95.

"These authors present an extensive array of teaching aids, strategies, activities, and materials for creating multicultural programs and multicultural awareness."

394. Till, Frank J. Sexual Harassment: A Report on the Sexual Harassment of Students. Washington: National Advisory Council on Women's Educational Programs, 1980. 86 pp. Free.

"Presents an operational definition of sexual harassment, information on the legal responsibilities and liabilities of educational institutions, and examples of how institutions have dealt with the problem on campuses."

395. Tittle, Carol Kehr, and Elenor Rubin Denker. Returning Women Students in Higher Education. New York: Praeger Publishers, 1980. 240 pp. $24.95.

"Authors explore the present status of education for women, discuss the impact of curriculum decisions on returning female students, and include an outline for program development for women in higher education."

396. Today's Publications. Women's Organizations and Leaders Directory. Washington: Today's News, 1982. 800 pp. $70.00.

"Directory of women's organizations. Comprehensive listing indexed geographically by state and subject of major activity. Includes national, state, and local organizations."

397. Tolson, Andrew. The Limits of Masculinity: Male Identity and Women's Liberation. New York: Harper and Row, Publishers, 1979. $8.95.

"Definitions and perceptions of 'masculinity' are presented in this book which reveals how such restrictive definitions are supported by institutions such as the family, school, work environment, and the professional hierarchy."

398. TRS Exchange. A Catalog of Resources: Training for Affirmative Action/Equal Employment Opportunity: Volume II. Washington: TRS Exchange, 1979.

"An annotated listing of training workshops developed primarily by public sector agencies and private management consulting firms. Emphasis on training. Some publications are included as well as a good list of films."

399. Turnbull, Ann P., and Jane B. Schulz. Mainstreaming Handicapped Students: A Guide for Classroom Teachers. Rockleigh, New Jersey: Longwood Division, Allyn and Bacon, Inc., 1979. 386 pp. $19.95.

"Presents instructional techniques, materials, and recommendations for accommodating handicapped students in the classroom. Special attention is given to federal mainstreaming legislation and Public Law 94-142."

400. University of Colorado at Boulder, Affirmative Action Office. Availability Data in Academic Professions and Related Occupations. Boulder: University of Colorado, Affirmative Action Office, 1979.

"These data, periodically updated, can be used to determine underutilization of women and minorities for each academic department and/or administrative job classification."

401. University of Florida, Career Resource Center. Affirmative Action Guidelines in Working with Employers Seeking University Students and Alumni for Employment. Gainesville: University of Florida, 1981. 8 pp.

"This pamphlet gives faculty members information on equal employment opportunity guidelines and facilitates affirmative action and student placement procedures and services at the graduate level."

402. University of Illinois, Center for Advanced Study. Age Discrimination in Employment of Older Persons: A Review of Federal and State Legislation and Enforcement. Champaign: University of Illinois, 1977.

"As the title suggests, this book reviews federal and state laws and enforcement policies and practices relative to the older worker. Other topics include equal opportunity administration and evaluation, age discrimination, and case studies."

403. University of Michigan, Department of Journalism. Kerner Plus 10: Minorities and the Media, A Conference Report. Ann Arbor: University of Michigan, 1977.

"An interesting discussion of minority representation in various facets of the news media."

404. University of Michigan, Program for Educational Opportunity. Sex Equality and Title IX: Conference Papers. Ann Arbor: University of Michigan, 1977.

"These conference papers cover two broad areas; namely: (1) implementing Title IX and (2) sex discrimination in employment."

405. University of Minnesota. The Challenge to Succeed. Minneapolis: University of Minnesota, Office for Minority and Special Student Affairs, 1979. 59 pp.

"Discusses the problems faced by minority students in succeeding on predominantly white college campuses. Action recommendations are included."

406. University of Minnesota. The Summer of Seventy-Eight: A Creative Response to Minority Higher Education. Minneapolis: University of Minnesota, 1979. 34 pp.

"Elaborates on a summer institute held for incoming minority students and on one type of response to help minority students deal with the problems they are confronted with on white campuses."

407. University of Northern Iowa, Affirmative Action Office. Affirmative Action Handbook: Help for Recruitment of Faculty and Staff. Cedar Falls: University of Northern Iowa, 1979 (unpublished document).

"One of the better recruitment aids the editors have seen in the field. This unpublished document provides sources of candidates which have demonstrated their ability to 'produce.'"

408. U.S. Architectural and Transportation Barriers Complaince Board. About Barriers. Washington: U.S. Architectural and Transportation Barriers Compliance Board, 1979. 24 pp. Free.

"A concise and succinct pamphlet on physical barriers that limit accessibility for handicapped individuals. Costs, compliance, attitudes, and suggestions are discussed in this pamphlet."

409. U.S. Civil Service Commission. Equal Employment Opportunity Statistics. Washington: U.S. Government Printing Office, 1978. SM 70-77B.

"This book serves as a compilation of statistics on female and minority groups in employment."

410. U.S. Civil Service Commission. Puerto Rico Recruitment Sources Booklet. Washington: U.S. Civil Service Commission, Office of the Hispanic Employment Program and Office of the Commonwealth of Puerto Rico, 1978.

"This booklet serves as a directory on recruitment of Puerto Rican college graduates and Hispanic Americans."

411. U.S. Commission on Civil Rights. Civil Rights Directory - 1981. Washington: U.S. Commission on Civil Rights, 1981. Clearinghouse Publication #15 Revised.

"This publication lists by state, federal, and local government agencies, private and research organizations. Most of the agencies listed are concerned with human rights."

412. U.S. Commission on Civil Rights. Civil Rights Issues of Euro-Ethnic Americans in the United States: Opportunities and Challenges. Washington: U.S. Commission on Civil Rights, 1979.

This book "records the proceedings of a conference addressing problems confronting Euro-ethnic Americans (Eastern and Southern European background). Information is presented in a statement, response, discussion format, and covers ethnicity related to housing, education, social services, employment, the media, intergovernmental relations, and ethnic women."

413. U.S. Commission on Civil Rights. Discrimination Against Minorities and Women in Pensions and Health, Life and Disability Insurance: A Consultation. Washington: U.S. Commission on Civil Rights, 1979. 1,288 pp.

"A two-volume set of papers, proceedings, and exhibits on discrimination of women and minorities with respect to pensions, social security, and insurance."

414. U.S. Commission on Civil Rights. Getting Uncle Sam to Enforce Your Civil Rights. Washington: U.S. Commission on Civil Rights, 1981.

"A revision of the 1979 edition, this booklet identifies rights protected by federal law in such areas as employment, education, housing, credit, and voting. It also explains procedures for filing discrimination complaints with the appropriate agencies based on race, color, sex, religion, national origin, age, and handicapped status. It is also available in Spanish."

415. U.S. Commission on Civil Rights. The American Indian Civil Rights Handbook. Washington: U.S. Commission on Civil Rights, 1981.

"A revision of the 1972 edition, this pamphlet details the basic rights of Native Americans both on and off the reservation and explains how American Indians may go about getting help if they have a complaint of discrimination."

416. U.S. Commission on Civil Rights. Window Dressing on the Set. Washington: U.S. Commission on Civil Rights, 1979. 181 pp. Free.

"Results of a study on the role of women and minorities in television."

417. U.S. Department of Education. Title IX and Physical Education. Washington: U.S. Department of Education, n.d.

418. U.S. Department of Education, Office for Civil Rights. Civil Rights, Handicapped Persons and Education: Section 504 Self-Evaluation Guide for Preschool, Elementary, Secondary, and Adult Education. Washington: U.S. Department of Education, 1978.

"The purpose of this Self-Evaluation Guide is to assist school administrators in determining whether current and anticipated educational practices conform to the requirements set forth in Section 504 regulations."

419. U.S. Department of Education, Office for Civil Rights. Higher Education Guidelines. Washington: U.S. Department of Education, 1979.

"Includes texts and regulations for Title IX of Education Amendments Act of 1972, Public Health Service Amendments of 1972, Title VI, Civil Rights Act of 1964."

420. U.S. Department of Education, Office for Civil Rights. Racial, Ethnic, and Sex Enrollment Data from Institutions of Higher Education. Washington: U.S. Department of Education, 1979.

"This two-volume set contains data, periodically updated, on undergraduate, graduate, and professional student enrollments in 2,900 institutions of higher education. Fields of

study by state are listed. A useful tool in compiling availability data."

421. U.S. Department of Education, Office for Civil Rights. Title IX of the Education Amendments of 1972 - A Summary of the Implementing Regulations. Washington: U.S. Department of Education, 1976.

"Covers general provisions and enforcement procedures on Title IX."

422. U.S. Department of Education, Office for Handicapped Individuals. A Summary of Selected Legislation Relating to the Handicapped, 1977-78. Washington: U.S. Department of Education, 1979.

"This pamphlet is divided into two sections. The first section contains summaries of 'Major Legislation Benefiting the Handicapped.' The second section relates to 'Other Legislation Benefiting the Handicapped.'"

422A. U.S. Department of Education, National Center for Education Statistics. Doctoral Degree Awards to Women 1971-1976. Washington: National Center for Education Statistics, 1978.

"National data on numbers and percentages of doctoral degrees received by women according to field of study and discipline area within these fields."

422B. U.S. Department of Education, National Center for Education Statistics. Degree Awards to Women: 1979 Update. Washington: National Center for Education Statistics, 1981. 31 pp.

"A summary of trends in the awarding of bachelor's, master's, and graduate degrees to women between 1971 and 1979."

423. U.S. Department of Health and Human Services, Federal Women's Program. Handbook of Recruitment Sources for Hispanic Women. Washington: U.S. Department of Health and Human Services, n.d.

424. U.S. Department of the Interior, Bureau of Indian Affairs. Career Development Opportunities for Native Americans. Washington: U.S. Department of the Interior, 1981. 56 pp.

"Contains information on college admissions requirements, programs, institutions, and financial aid sources for Native Americans. Also includes a bibliography of references."

425. U.S. Department of Justice, Civil Rights Division. The Pension Game: The American Pension System from the Viewpoint of the Average Woman. Washington: U.S. Government Printing Office, 1979. S/N #027-000-00752-0.

"A report examining pension problems for women by focusing on female work patterns and the impact current pension plans have on them."

426. U.S. Department of Labor, Bureau of Labor Statistics. Employment In Perspective: Working Women. Report 647. Washington: U.S. Department of Labor, 1981.

"A report showing that in May 1980 women workers were less inclined to have flexitime than male workers. In fact, 10 percent of the women versus 13.0 percent of the men had this work schedule available to them."

427. U.S. Department of Labor, Employment and Training Administration. Directory for Reaching Minority and Women's Groups. Washington: U.S. Superintendent of Documents, 1979. S/N 029-000-00057-27. $4.50.

428. U.S. Department of Labor, Employment and Training Administration. Interviewing Guide for Specific Disabilities: Orthopedic Disabilities. Washington: U.S. Government Printing Office, 1979.

"This report provides guidelines for interviewing the physically handicapped."

429. U.S. Department of Labor, Employment Standards Administration. Age Discrimination in Employment Act of 1967: A Report Covering Activities Under the Act During 1978. Washington: U.S. Government Printing Office, 1979. SN #022-003-917-86-1. 5 pp. $1.50.

"Covers relevant law and legislation, employment statistics on the older work and age discrimination."

430. U.S Department of Labor, Employment Standards Administration. Federal Contract Compliance Manual. Washington: U.S. Government Printing Office, 1980. $28.00 on subscription basis.

431. U.S. Department of Labor, Employment Standards Administration. OFCCP: Making EEO and AA Work. Washington: U.S. Government Printing Office, June 1979, 16 pp.

"Topics include equal opportunity in employment, affirmative action, and government contracts."

432. U.S. Department of Labor, Office of Federal Compliance Programs. Affirmative Action for Disabled People. Washington: U.S. Department of Labor, n.d.

This pamphlet serves as a "guide to Sections 503 and 504 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974."

433. U.S. Department of Labor, Office of Federal Contract Compliance Programs. Affirmative Action to Employ Disabled Veterans and Veterans of the Vietnam Era. Washington: U.S. Department of Labor, n.d.

This pamphlet serves as a "guide to regulations and affirmative action requirements of Section 402, Vietnam Era Veteran's Readjustment Assistance Act of 1974."

434. U.S. Department of Labor, Women's Bureau. A Guide to Conducting A Conference With American Indian Women in Reservation Areas. Washington: U.S. Department of Labor, 1978.

"A guide for planning conferences with Native American women."

435. U.S. Department of Labor, Women's Bureau. A Guide to Coordinating CETA/Vocational Education Legislation Affecting Displaced Homemaker Programs. Washington: U.S. Department of Labor, May 1979. 38 pp.

436. U.S. Department of Labor, Women's Bureau. A Guide to Seeking Funds from CETA: A Booklet To Assist Individuals and Organizations To Learn How To Apply for CETA Monies. Washington: U.S. Department of Labor, May 1979. 21 pp. $1.50.

437. U.S. Department of Labor, Women's Bureau. Adelante, Mujer Hispana: A Conference Model for Hispanic Women. Washington: U.S. Department of Labor, 1980. 55 pp.

"This publication was developed as a result of an educational/employment conference on the Hispanic woman. It is useful to individuals and groups planning and implementing community-based women's conferences. Follow-up evaluations, flyers, press releases, agendas, registration and evaluation forms, and information on the regional offices of the Women's Bureau are included. Some portions are in Spanish."

438. U.S. Department of Labor, Women's Bureau. Affirmative Recruitment Kit. Washington: U.S. Department of Labor, 1978.

"A package of materials designed to help employers in recruiting females for managerial, professional, and technical jobs. Legislative references, workforce data, and list of sources are included."

439. U.S. Department of Labor, Women's Bureau. American Indian Women. Washington: U.S. Department of Labor, 1977. 4 pp.

440. U.S. Department of Labor, Women's Bureau. A Women's Guide to Apprenticeship. Washington: U.S. Department of Labor, 1980. 30 pp. Pamphlet #17. $2.25.

"Informs women about the apprenticeship system and how it operates. It also provides some background information on the problems that women sometimes encounter in seeking apprenticeship opportunities and outlines the apprenticeship application process."

441. U.S. Department of Labor, Women's Bureau. A Working Woman's Guide to Her Job Rights. Washington: U.S. Department of Labor, 1979. Leaflet #55. $1.60.

"Discusses applicable laws and legislation, sex discrimination, pay rates, and retirement benefits."

442. U.S. Department of Labor, Women's Bureau. Ban Against Pregnancy Discrimination. Washington: U.S. Department of Labor, 1979. 2 pp.

443. U.S. Department of Labor, Women's Bureau. Bibliography on Women in Apprenticeship. Washington: U.S. Department of Labor, 1979. 1 p.

444. U.S. Department of Labor, Women's Bureau. Brief Highlights of Major Federal Laws on Sex Discrimination in Employment. Washington: U.S. Department of Labor, 1980. 6 pp.

"Describes and highlights the Equal Pay Act, Title VII, Executive Order 11246, as amended, and Title IX of the 1972 Education Amendments."

445. U.S. Department of Labor, Women's Bureau. CETA Journey: A Walk On the Women's Side. Washington: U.S. Department of Labor, 1980. Pamphlet #19. 35 pp.

"A pamphlet which documents the responsibilities of CETA to women and their access to CETA."

446. U.S. Department of Labor, Women's Bureau. Child Care Centers Sponsored by Employers and Labor Unions in the United States. Washington: U.S. Department of Labor, 1980. 10 pp.

"Includes information on employer/labor union-sponsored child care centers. Sponsors are cited along with the problems and benefits of such operations."

447. U.S. Department of Labor, Women's Bureau. Community Solutions for Child Care. Washington: U.S. Department of Labor, 1979. 105 pp. $3.50.

"A conference report on some solutions to child care via community efforts."

448. U.S. Department of Labor, Women's Bureau. Economic Responsibilities of Working Women. Washington: U.S. Department of Labor, 1979. 5 pp.

449. U.S. Department of Labor, Women's Bureau. Employment and Economic Issues of Low-Income Women: Report of a Project. Washington: U.S. Department of Labor, 1978. 21 pp.

"A project report on low-income women from an economic and employment perspective."

450. U.S. Department of Labor, Women's Bureau. Employment Goals of the World Plan of Action: Developments and Issues in the United States. Washington: U.S. Department of Labor, 1980. 76 pp.

"Report for the World Conference on the United Nations Decade for Women 1975 - 1985. Describes the social, economic, and legal developments impacting women's employment in the United States. Women's participation in the labor force, policy developments and issues relevant to the World Plan of Action, and a description of voluntary groups' initiatives are addressed in this report. A brief reference list is contained in the appendix."

451. U.S. Department of Labor, Women's Bureau. Federal Child Care Legislation: 1976-78. Washington: U.S. Department of Labor, 1979. 6 pp.

452. U.S. Department of Labor, Women's Bureau. How To Get Credit for What You Know: Alternative Routes to Educational Credit. Washington: U.S. Department of Labor, 1979. 4 pp.

"Contains information on ways in which college credit can be gained for life experiences."

453. U.S. Department of Labor, Women's Bureau. Job Options for Women in the 80's. Washington: U.S. Department of Labor, 1980. 22 pp.

454. U.S. Department of Labor, Women's Bureau. Maternity Leave. Washington: U.S. Department of Labor, 1980. 1 p.

"A consumer information leaflet on maternity leaves."

455. U.S. Department of Labor, Women's Bureau. Measures Providing Protection Against Sex Discrimination in Employment. Washington: U.S. Department of Labor, 1980. 2 pp.

"Consumer information leaflet on sex discrimination in employment settings."

456. U.S. Department of Labor, Women's Bureau. Minority Women Workers: A Statistical Overview. Washington: U.S. Department of Labor, 1977. 14 pp. $1.00.

"Contains national data on labor force participation, occupations, earnings, and unemployment statistics on minority women. Similar information can be obtained on women workers by state, SMSA, and region by writing to the Women's Bureau."

457. U.S. Department of Labor, Women's Bureau. Native American Women and Equal Opportunity: How To Get Ahead in the Federal Government. Washington: U.S. Department of Labor, 1979. 81 pp. $3.50.

"Report on American Indian women as the lowest paid workers and other pertinent issues of concern."

458. U.S. Department of Labor, Women's Bureau. New Regulations To Help Open Nontraditional Jobs to Women. Washington: U.S. Department of Labor, 1978. 2 pp.

"A consumer information leaflet describing the Department of Labor's new regulations concerning equal employment opportunity for women and minority groups in the construction industry and apprenticeship programs."

459. U.S. Department of Labor, Women's Bureau. Sources of Assistance in Recruiting Women for Apprenticeship and Skilled Nontraditional Blue Collar Work. Washington: U.S. Department of Labor, 1978. 6 pp.

"Presents general recruitment information such as sources, national outreach and training programs, women and minority organizations, as well as state and local sources of information."

460. U.S. Department of Labor, Women's Bureau. The Earnings Gap Between Women and Men. Washington: U.S. Department of Labor, 1979. 22 pp. $1.50.

"Contains information about salary differentials between male and female workers."

461. U.S. Department of Labor, Women's Bureau. The Women's Bureau: Working for Equality in Employment for Women. Washington: U.S. Department of Labor, 1979.

"A leaflet/folder concerning information about the Women's Bureau."

461A. U.S. Department of Labor, Women's Bureau. Women's Guide to Apprenticeship. Washington: U.S. Government Printing Office, 1979. 430 pp. S/N 029-002-00058. $4.25.

"Lists locations for apprenticeship information all over the country as well as basic information on procedures for qualifying for apprenticeships."

462. U.S. Department of Labor, Women's Bureau. Twenty Facts on Women Workers. Washington: U.S. Department of Labor, 1980. 3 pp.

463. U.S. Department of Labor, Women's Bureau. Women's Bureau Outreach Programs. Washington: U.S. Department of Labor, 1980. 46 pp.

"Contains information on the outreach programs sponsored by the Women's Bureau."

464. U.S. Department of Labor, Women's Bureau. Women in Apprenticeship . . . There's a Future in It. Washington: U.S. Department of Labor, 1980. Leaflet 58/Folder.

465. U.S. Department of Labor, Women's Bureau. Women in Management. Washington: U.S. Department of Labor, 1980.

466. U.S. Department of Labor, Women's Bureau. Women in Nontraditional Employment - A Selected List of Publications, Slides, and Films. Washington: U.S. Department of Labor, 1979. 7 pp.

467. U.S. Department of Labor, Women's Bureau. Women in Nontraditional Jobs: A Conference Guide--Increasing Job Options for Women. Washington: U.S. Department of Labor, 1978. 32 pp. $1.60.

468. U.S. Department of Labor, Women's Bureau. Women in Nontraditional Jobs: A Program Model. Washington: U.S. Department of Labor, 1978.

"Includes the Boston Nontraditional Occupations Program for Women (1978, 70 pp, $2.50) and the Denver Program: Better Jobs for Women (1978, 60 pp.)."

469. U.S. Department of Labor, Women's Bureau. Women on the Job: Careers in Broadcasting. Washington: U.S. Department of Labor, 1978. 26 pp.

470. U.S. Department of Labor, Women's Bureau. Working Mothers and Their Children. Washington: U.S. Deparrment of Labor, 1977. 11 pp.

471. U.S. Equal Employment Advisory Council. Perspectives on Availability: A Symposium on Determining Protected Group Representation in Internal and External Labor Markets. Washington: U.S. Equal Employment Advisory Council, 1977. 243 pp.

"Contains information on equal opportunity in employment, affirmative action, and labor supply and demand."

472. U.S. Equal Employment Opportunity Commission. EEOC Guidelines for Multi-Year Affirmative Action Plans. Washington: U.S. Equal Employment Opportunity Commission, 1981.

"Outlines the steps agencies must take in conducting workforce utilization analyses, setting hiring goals and timetables, and eliminating barriers to the employment of minorities and females."

473. U.S. Equal Employment Opportunity Commission. EEOC Guidelines on Discrimination Because of Sex. Washington: U.S. Equal Employment Opportunity Commission, Publications Unit, n.d.

474. U.S. Equal Employment Opportunity Commission. Eliminating Discrimination in Employment: A Compelling National Priority; A Handbook for State, County and Municipal Governments. Washington: U.S. Equal Employment Opportunity Commission, Publications Unit, 1979.

The handbook focuses on "helping the employer understand what is legally prohibited employment discrimination, how to identify it, and what is required to eliminate it."

474A. U.S. Equal Employment Opportunity Commission. Federal Agency Equal Employment Public Information Materials. Washington: Equal Employment Opportunity Commission, 1981. Available from Superintendent of Documents, Washington, DC 20402 (S/N 052-015-00049-57-0) $2.75.

"Developed by the EEOC's Office of Intragency Coordination, this listing of resources focuses on items of special interest to federal equal employment programs."

475. U.S. Equal Employment Opportunity Commission. Promise versus Performance: A Study of Equal Employment Opportunities in the Nation's Electric and Gas Utilities. Washington: U.S. Equal Employment Opportunities Commission, Publications Unit, 1972.

476. U.S. Equal Employment Opportunity Commission. Questions and Answers Concerning the EEOC Guidelines on Discrimination Because of Sex. Washington: U.S. Equal Employment Opportunity Commission, Publications Unit, n.d.

477. U.S. Federal Executive Board, Pittsburgh. Equal Employment Opportunity Statistical Report for Calendar Year 1977. Pittsburgh: U.S. Federal Executive Board, 1978.

"This report contains information on the salaries of female and minority group members and statistics on their employment."

478. U.S. Merit Systems Protection Board. Sexual Harassment in the Federal Workplace: Is it a Problem? Washington: U.S. Merit Systems Protection Board, 1981.

"A report showing that sexual harassment covers a wide range of behaviors, initiators of sexual harassment include both supervisors and co-workers, sexual harassment charges cost the taxpayer, victims are usually unaware of formal remedies, and direct, assertive, informal actions appear to be an effective means of stopping these behaviors. An annotated bibliography is also included."

479. U.S. Office of Personnel Management. Applicant EEO Data Systems in State and Local Government: Practical Application and Current Developments. Washington: U.S. Office of Personnel Management, 1979. 38 pp.

"Describes procedures for obtaining applicant information regarding race, sex, and national origin data and offers guidance on developing survey questionnaires. A current listing of EEO data systems in state and local jurisdictions is provided."

480. U.S. Office of Personnel Management. Equal Employment Opportunity Court Cases. Washington: U.S. Office of Personnel Management, 1980.

"These summaries represent a cross section of civil rights court cases dealing with personnel administration."

481. U.S. Office of Personnel Management. Fair Treatment: Grant Projects in EEO. Washington: U.S. Office of Personnel Management, 1980.

"Describes state and local projects funded by the Intergovernmental Personnel Act to help local governments develop EEO and affirmative action programs."

482. U.S. Office of Personnel Management. Handbook of Selective Placement of Persons with Physical and Mental Handicaps in Federal Civil Service Employment. Washington: U.S. Office of Personnel Management, Office of Selective Placement, Affirmative Employment Programs, 1979. OPM Document 125-11-3.

This handbook "describes the utilization of the handicapped in federal government occupations."

483. U.S. Office of Personnel Management. Hispanic Employment: A Recruitment Source Booklet Including Recruitment Sources in Puerto Rico. Washington: U.S. Office of Personnel Management, 1981.

" . . . a comprehensive document contains lists of national, state, and local Hispanic community organizations as well as other information useful in recruiting Hispanics."

484. U.S. Office of Personnel Management. Puerto Rico: Recruitment Resources Booklet. Washington: U.S. Office of Personnel Management, Hispanic Employment Program, 1980.

"A listing of schools and colleges in Puerto Rico. Also contains the names of professional colleges, academic organizations, and local media."

485. U.S. Office of Personnel Management. State EEO Directory. Washington: U.S. Office of Personnel Management, 1979. (OIPP152-102)

"This publication is a state government-EEO directory."

486. U.S. Office of Personnel Management. Veterans Readjustment Appoints: Questions and Answers About A Program of Assistance to Returning Veterans. Washington: U.S. Office of Personnel Management, 1979. 8 pp.

"Focuses on the employment and training of veterans."

487. Van Alstyne, C., and S. L. Coldren. The Cost of Implementing Federally Mandated Social Programs at Colleges and Universities. Washington: American Council on Educational Policy Analysis Service Special Report, 1976.

488. Van Beck, Donald L. The Company Policy Manual. Champaign, Illinois: Research Press, 1981. 156 pp. $125.00.

"A manual on affirmative action programs, equal employment opportunity, performance evaluation, and more. Guides on salary administration, MBO, safety, and position description forms are included as samples."

489. VanderWaerdt, Louis. Affirmative Action in Higher Education: A Sourcebook. New York: Garland Publishing, Inc., 1982. 265 pp. $42.50.

"A key resource for EEO/AA professionals in the 1980's. This comprehensive guide far surpasses any previous work designed to provide assistance in affirmative action plan development and implementation. Written for institutions of higher education, it discusses a number of pertinent topics: development of procedures related to personnel practices, selection, termination, etc.; collection and analysis of data; grievance procedures; and qualification of affirmative action officers. The work also contains sample work sheets, a summary of pertinent laws and regulations and key court cases, and an annotated bibliography."

489A. Verburg, Kenneth, and Marvin Finke. Affirmative Action Personnel Transaction Tracking System. East Lansing: Michigan State University Institute of Community Development, 1978. $5.00.

"A scheme for reviewing and reporting the numbers of persons, by groups, at various phases of the personnel process."

490. Vetter, B. M. Professional Women and Minorities - A Manpower Resource Service. Washington: Scientific Manpower Commission, 1981. $50.00.

"This book is designed to provide current and historical statistics about the professional segment of the U.S. population and particularly the participation and availability of women and minorities in professional areas which generally require formal education at least to the baccalaureate level."

491. Waelde, David E. How to Get a Federal Civil Service Job or Survive a RIF. Washington: Fedhelp Publications, 1982. 250 pp. $15.50.

"This fact-filled book tells you how to locate job vacancies and prepare applications to best meet the scrutiny of agency evaluation panels. Techniques for advancement are also discussed and outlined, including three possible promotional paths."

492. Walker, James W., Harriet L. Lazer. The End of Mandatory Retirement: Implication for Management. New York: John Wiley and Sons, Inc., 1978. $18.50.

As suggested in the title, the author "examines employment implications resulting from the end of mandatory retirement practices. Discussion of topics such as the employment of the older worker, his/her characteristics, retirement planning, and retirement age are included."

492A. Wallace, Phyllis A. and Annette M. LaMond (Eds.). Women, Minorities, and Discrimination. Lexington, Massachusetts: Lexington Books, 1977. $19.95.

493. Walsh, Patricia Ann (Ed.). Serving New Populations. San Francisco: Jossey-Bass, Inc., Publishers, 1979.

This book "presents methods of evaluating programs, activities, and services for special student populations including older students, handicapped individuals, and women. It also discusses how responsive institutions are to the special needs of these students."

493A. Wasserman, Paul, and Jean Morgan (Eds.). Ethnic Information Sources of the United States: A Guide to Organizations, Agencies, Foundations, Institutions, Media, Commercial and Trade Bodies, Government Programs, Research Institutes, Libraries, and Museums, Etc. Detroit: Gale Research Company, 1976. 350 pp.

"Its long title details the contents of this very useful resource tool."

494. Weinberg, Meyer. Minority Students: A Research Appraisal. Washington: U.S. Department of Education, 1980.

"Weinberg's book on minority students focuses on the reexamination of prevailing views on the role of social class and race in learning, the effect schooling has on minority students in the areas of academic achievement, self-conception and aspirations, and the relationships of the students among themselves and with their teachers. The book's ubiquitous footnotes and extensive bibliography offer a literature search that is valuable in its own right."

495. Weitzman, Lenore J. Sex Role Socialization: A Focus on Women. Palo Alto, California: Mayfield Publishing Company, 1979. 105 pp. $4.95.

"Taking a developmental perspective, the author examines how significant persons and institutions and sociocultural norms affect and reinforce sex roles. Ethnic variations, math anxiety, and influences to overcome stereotypical behavior are discussed."

496. White, Karen O. Testing the Handicapped for Employment Purposes: Adaptation for Persons with Motor Handicaps. Washington: Superintendent of Documents, U.S. Government Printing Office, 1978.

This report "focuses on testing handicapped persons for employment."

497. Wider Opportunities for Women. National Directory of Women's Employment Programs: Who They Are and What They Do. Washington: Wider Opportunities for Women, 1981. 130 pp. $7.50.

"A nationwide listing of 140 women's organizations which provide counseling, training, referrals, placement, research, and/or advocacy. Useful resource."

498. Wider Opportunities for Women. Women in Nontraditional Jobs: Technical Assistance Guide for Employers. Washington: Wider Opportunities for Women, Inc., 1979.

A guide to "employing women in nontraditional occupations. Career opportunities and attitudes toward nontraditional professions are presented."

499. Williams, James D. (Ed.). The State of Black America. New York: National Urban League, 1980. 295 pp. $12.50.

"A special chapter on education, written by an administrator at Temple University, is contained in this book."

500. Williams, Ora. American Black Women in the Arts and Social Sciences: A Bibliographic Survey. Metuchen, New Jersey: Scarecrow Press, Inc., 1979. 197 pp. $8.00.

"Presents a wealth of information on biographies, books, articles, collections, plays, novels, poems, short stories, music, art, and audiovisual materials written or produced by American Black women."

501. Willie, Charles V., and Ronald R. Edmonds (Eds.). Black Colleges in America: Challenge, Development, Survival. New York: Teachers College Press, 1978. $8.95.

"A volume reporting on the condition and quality of life and education in predominantly Black colleges and universities. The history, purpose, program offerings, students, facilities, finances, and prospects of the institution are considered."

501A. Wiseberg, Laurie S. and Harry S. Scoble (Eds.). Human Rights Directory: Latin America, Africa, Asia. Washington: Human Rights Internet, 1981. 243 pp. Distributed through the Garrett Park Press. $13.00.

"A list of 700 Third World agencies concerned with human rights. The directory was developed with the aid of the Bureau of Human Rights of the U.S. Department of State."

502. Wiseberg, Laurie S. and Harry S. Scoble. North American Human Rights Directory. Garrett Park, Maryland: Garrett Park Press, 1980. 188 pp. $12.00.

"Lists 500 organizations in the United States and Canada concerned with the human rights movement. Program data, publication materials, and other resources are included."

503. Women's Educational Equity Act Programs. A Student Guide to Title IX. Washington: Superintendent of Documents, U.S. Government Printing Office, n.d. S/N #017-080-01710-5. $2.00.

504. Women's Educational Equity Act Program. Competitive Athletics: In Search of Equal Opportunity. Washington: Superintendent of Documents, U.S. Government Printing Office, n.d. S/N #017-080-01713-0. $2.75.

505. Women's Educational Equity Act Program. Complying with Title IX: Implementing Institutional Self Evaluation. Washington: Superintendent of Ducuments, U.S. Government Printing Office, n.d. S/N #017-080-1672-9. $2.10.

506. Women's Educational Equity Act Program. Complying with Title IX: The First Twelve Months. Washington: Superintendent of Documents, U.S. Government Printing Office, n.d. S/N #017-080-1669-9. $.85.

507. Women's Educational Equity Act Program. Design for Equity: Women and Leadership in Higher Education. Newton, Massachusetts: Educational Development Center, 1981. 161 pp.

"Examines women's struggle for equity in educational settings. A collection of readings, background information on the status of women in leadership positions, an overview of relevant legislation, and a selected bibliography are provided."

508. Women's Educational Equity Act Program. Identifying Discrimination: A Review of Federal Antidiscrimination Laws and Selected Case Examples. Washington: U.S. Government Printing Office, n.d. S/N #017-080-1671-1. $.45.

509. Women's Educational Equity Act Program. Implementing Title IX: A Sample Workshop. Washington: U.S. Government Printing OFFICE, N.D. S/N #017-080-01709-1. $3.75.

510. Women's Educational Equity Act Program. Resources for Sex Equity: 1980-81 Catalog. Newton, Massachusetts: Educational Development Center, 1981.

"Contains information about a variety of print and audiovisual products. Most programs are self-instructional. Materials used by educators, counselors, parents, community groups, state and local educational agencies, professional groups, and other interested individuals in educational equity issues are cited. A wealth of resources."

511. Women's Educational Equity Act Program. Selecting Professionals in Higher Education: A Title IX Perspective. Washington: Superintendent of Documents, U.S. Government Printing Office, n.d. S/N #017-080-01708-3. $1.30.

512. Women's Educational Equity Act Program. Title IX and Physical Education: A Compliance Overview. Washington: U.S. Government Printing Office, n.d. S/N #017-080-01712-1. $1.40.

513. Women's Educational Equity Act Program. Title IX Grievance Procedures: An Introductory Manual. Washington: U.S. Government Printing Office, n.d. S/N #017-080-01711-3. $2.50.

514. Women's Educational Equity Act Program. Title IX of the Education Amendments of 1972: A Summary of the Implementing Regulation. Washington: U.S. Government Printing Office, n.d. S/N #017-080-01673-7. $.45.

515. Women's Educational Equity Act Program. Title IX: Selected Resources. Washington: U.S. Government Printing Office, n.d. S/N #017-080-01668-1. $.35.

516. Women's Educational Equity Act Program. Toward Equity: Effective Title IX Strategies, K - Postsecondary. Newton, Massachusetts: Educational Development Center, 1981. 316 pp.

This handbook "explores sex equity in education in a comprehensive manner. Strategies, techniques, action steps, evaluation methods, and resources to assist institutions in complying with Title IX are provided. An extensive list of organizations, agencies, and other resources are included and should be of value to the specific concerns of a number of individuals."

517. Women's Educational Equity Act Program. Why Title IX? Washington: U.S. Government Printing Office, n.d. S/N #017-080-1670-2. $.35.

518. Women's Educational Equity Communications Network. Hispanic Women and Education: Annotated Selected References and Resources. San Francisco: Women's Educational Equity Communications Network, 1981. 15 pp.

"Contains information on the special educational concerns of Hispanic women. Topics include curriculum, labor force participation, conflicts, and a listing of Hispanic resources groups and organizations."

519. Women's Equity Action League. Higher Education Kit. Washington: Women's Equity Action League, Educational and Legal Defense Fund, 1977.

"Contains a summary of federal laws and regulations prohibiting sex discrimination in education and employment. Charts illustrate procedures, provisions, and enforcement regulations. A bibliography is included."

520. Women's Equity Action League. Women Graduates in Higher Education: 1975-1978 (updated 1979). Washington: Women's Equity Action League, Educational and Legal Defense Fund, 1979.

"Statistical survey of the proportion of women earning BA, MA, Ph.D., and professional degrees according to geographical area and professional field in the United States."

521. Women's Information Exchange. The National Women's Mailing List. San Francisco: Women's Information Exchange, n.d.

"A computerized data bank of individuals and women's groups. It was created to facilitate communication, outreach, networking, and resource sharing among women."

522. Women's Institute for Freedom of the Press. 1981 Index/Directory of Women's Media. Washington: Women's Institute for Freedom of the Press, 1981. 60 pp. $8.00.

"This directory contains over 700 women's groups and approximately 500 media and media-concerned women. Background notes on these individuals and groups are included as well as resource information on periodicals, presses, films, videos, music, and the like."

522A. Wong, Shirley. Resources and References for Sex-Fair Vocational Education. San Francisco: Far West Laboratory for Educational Research and Development, 1982. 120 pp. $7.50.

"Cites sources to aid teachers, administrators, and others in reducing sexism in vocational education entrance and training."

522B. Wynar, Lubomyr A. Encyclopedic Directory of Ethnic Organizations in the United States. Littleton, Colorado: Libraries Unlimited, 1975. 440 pp. $21.00.

"Lists, by various ethnic groups in the United States, organizations in their field. As the title suggests, the book is not limited to minorities."

523. Yuill, Phyllis J. Little Black Sambo: A Closer Look. New York: Council on Interracial Books for Children, 1976. 52 pp. $2.50.

"Presents a thoughtful analysis of Helen Banneman's controversial book. An examination of the terms used, illustrations presented, and theme discussed is contained in this pamphlet."

524. Zehring, John William. Careers in State and Local Government. Garrett Park, Maryland: Garrett Park Press, 1980. 236 pp. $10.95.

"A valuable resource tool for locating jobs in the government. Topics include state civil service offices, key professional associations, employment services and job skills banks, periodicals, internships, coop-study and part-time jobs, and special resources to aid the job seeker.

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642. NATIONAL ASSOCIATION OF STATE UNIVERSITIES AND LAND-GRANT COLLEGES
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Baltimore, Maryland 21230
301/659-9314

652. NATIONAL INSTITUTE OF EDUCATION
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653. NATIONAL INSTITUTE OF HEALTH
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Rockville, Maryland 20857
301/443-4707

654. NATIONAL INSTITUTE OF HEALTH
Special Programs Office
Bethesda, Maryland
301/496-4000

655. NATIONAL ORGANIZATION FOR WOMEN
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Lexington, Massachusetts 02173

656. NATIONAL REGISTRY OF WOMEN IN SCIENCES AND ENGINEERING
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658. NATIONAL SCIENCE TEACHERS ASSOCIATION
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700. U.S. DEPARTMENT OF EDUCATION
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728. WOMEN'S EDUCATIONAL EQUITY COMMUNICATIONS NETWORK
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729. WOMEN'S EQUITY ACTION LEAGUE
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CHAPTER II: ARTICLES

A review of the literature disclosed a vast body of recent research on affirmative action and equal opportunity topics. This chapter describes particularly useful articles deemed relevant for use by practitioners in the field. Articles focusing on affirmative action and sex-role research comprise the largest portion of this chapter and address such topics as affirmative action in the 80's, debunking affirmative action myths, affirmative action under attack, and affirmative action officers as agents of change. Entries relating to sex-role studies cover stereotypes, cases of discrimination, and differentials in employee selection processes, salary structures, and reward systems. In some cases, citations are for chapters or sections of a book.

These entries deal with a broad range of topics relevant to employers, managers, and practitioners. Presented in alphabetical arrangement, by author, they cover such themes as current developments in equal employment opportunity, Black executives, EEO management, practices and procedures, charges of discrimination because of race, sex, age, and handicap status, self-audits, and training programs. Several special journal editions devoted to Black women, college administration, career aspirations, discrimination, and minority organizations may be found at the end of this chapter.

A List of Journals and Publishers is at the end of the chapter and cites the names, addresses, and telephone numbers of the periodicals included in article citations.

List of Resources

734. Aeschleman, Stanley R., and James W. Tawney. "Interacting: A Computer-Based Telecommunications System for Educating Severely Handicapped Preschoolers in their Homes." Educational Technology. 18 (October 1978), 30-35.

"Describes a project which used a minicomputer control system to present instruction to severely mentally handicapped preschoolers, birth to six years of age. The results of the project disclosed that it is possible to conduct an instructional system via this procedure and that parents would monitor the process and work with the project staff."

735. Arvey, R. D. "Unfair Discrimination in the Employment Interviews: Legal and Psychological Aspects." Psychological Bulletin. 86 (1979), 736-765.

"In this article, the author describes three ways in which stereotypes may influence evaluations in the interview process. They are (1) stereotypes may be negative and interviewers holding such attitudes toward members of minority groups may be expected to give them lower evaluations, (2) bias that relates to the matching process of stereotypic traits with characteristics of successful job performance, e.g., the association of stereotypic male characteristics with successful management, and (3) the use of differential sets of criteria for men/women or Blacks/whites for the same job opening."

736. Ayres, Mary E. "Counseling Hispanic Americans." Occupational Outlook Quarterly. 23 (Summer 1979), 2-8.

"An article on counseling Hispanic Americans for employment."

737. Barry, Stan. "A Post Bakke Assessment." College and University. 54 (Winter 1979), 85-88.

"Warns colleges and universities about overdependence on academic performance or test scores alone to determine college admissions since the Court is primarily concerned about the formalization of rules and regulations which influence different classes and groups of people in different ways. Asserts that since all admissions requirements are discriminatory in nature, officers must be clear that discrimination is not based on prejudgment but rather on fair and logical evaluations."

738. Batten, Michael D. "The Age Discrimination in Employment Act of 1967, As Amended." Federal Regulations. Washington: National Association of College and University Business Offices (1980).

"The author focuses on organizational characteristics and factors that evoke problems of age discrimination and how these factors can be managed and controlled."

739. Baugh, James R. "The Federal Legislation on Equal Educational Opportunity for the Handicapped." Idaho Law Review. 15 (Fall 1978). 65-87.

This article "examines the constitutional guarantee of equal educational opportunity for all persons and discusses the federal laws that form the core of civil rights legislation on behalf of handicapped individual's rights to education."

740. Bayer, Alan E., and Helen S. Astin. "Sex Differentials in the Academic Reward System." Science. 188 (May 23, 1975), 796-802.

"Authors examine a sample of 5,000 cases of men and women in academe and concluded the differences for males and females having the same academic background, professional activities, and work setting are indicative of sex bias."

741. Beaumont, Marion S. "Efficiency and Equity: The Single Salary Schedule in Public Higher Education." AAUP Bulletin. 64 (March 1978), 19-25.

"Based on a study conducted at the California State University, Long Beach, the author discusses a fixed schedule of salary increments within each academic rank and specifies a normal time-in-step procedure for attaining each level."

742. Belanger, Charles H., and Daniel K. Coleman. "Strategies and Procedures Used in Developing Goals for an Equal Employment Opportunity Affirmative Action Plan." Journal of the College and University Personnel Association. 26 (October-November 1975), 15-25.

Discusses the basic issues involved in the planning, writing, and implementation of an equal employment opportunity plan in higher education."

743. Berg, J. Otto, and Carol A. Iantuono. "The American Indian and Career Development." Journal of College Placement. 39 (Spring 1979), 49-51.

These authors "discuss issues pertaining to the career and employment development of American Indians."

744. Bergmann, Barbara R., and Myles Maxfield. "How to Analyze the Fairness of Faculty Women's Salaries on Your Own Campus." AAUP Bulletin. 61 (October 1975), 262-265.

"Examines University of Maryland faculty salaries and suggests methods that could be used as a model for other campus groups. Major components are the raw data on individual salaries of faculty persons as well as some of the characteristics of individuals; these might explain salary differences. A multiple regression statistic is used to analyze the data."

745. Boring, Phyllis Z. "Affirmative Action and the Recruitment Process." Association of Departments of Foreign Languages Bulletin. 10 (November 1978), 21-22.

"Presents procedures for insuring affirmative action compliance and for handling job applicants in the foreign language profession."

746. Braskamp, Larry A., John A. Muffo, and Ira W. Langston. "Determining Salary Equity: Policies, Procedures, and Problems." The Journal of Higher Education. 49 (May/June 1978), 231-246.

A study of "a three-phase salary review process conducted at one university. Authors describe salary policies, possible discrimination due to minority group status, and salary adjustments for these individuals."

747. Buzan, B. C., and L. Y. Hunt. "Evaluating Faculty Performance Under the Equal Pay for Equal Work Doctrine." Research in Higher Education. 4 (1976), 113-23.

748. Cabello-Argandona, Roberto. "Recruiting Spanish-Speaking Library Students." Library Journal. 101 (May 15, 1976), 1177-79.

749. Callanan, M. Joan. "National Science Foundation Programs for Women in Science." Proceedings from the Conference on Reentry Women in Science. (April 1980), 1-7.

"Describes NSF programs available to women interested in the fields of science."

750. Cash, T. F., B. Gillen, and D. S. Burns. "Sexism and 'Beautyism' in Personnel Consultant Decision Making." Journal of Applied Psychology. 62 (1977), 301-307.

"Describes a study which demonstrated that male applicants were rated more favorably for masculine jobs while female applicants were rated more favorably for feminine jobs; physical attractiveness was a factor in personnel decisions. An interesting study concerning the sex-congruency model."

751. Chitayat, Deanna. "Unique Characteristics of Reentry Women." Proceedings from the Conference on Reentry Women in Science. (April 1980), 20-29.

The author "discusses the characteristics of reentry women as a group which have implications for college and university policy and teaching. Barriers and experiential stressors are highlighted."

753. Cohen, S. L., and K. A. Bunker. "Subtle Effects on Sex Role Stereotypes on Recruiters' Hiring Decisions." Journal of Applied Psychology. 60 (1975), 566-572.

754. Cole, Craig W. "Affirmative Action: Change It or Lose It?" EEO Today. 8 (Autumn 1981), 262-274.

"Presents a reevaluation of affirmative action under the Reagan administration and the changes that may be necessary to increase its effectiveness."

755. Cole, Craig W. "Decentralizing EEO Management: How to Share Responsibility." Personnel Administrator. 24 (August 1979), 17-19.

This article "focuses on the decentralization of EEO management by outlining the responsibilities of executives and personnel directors."

756. Constantin, S. W. "An Investigation of Information Favorability in the Employment Interview." Journal of Applied Psychology. 61 (1976), 743-749.

"A study showing that unfavorable or negative information has greater impact in the interview process than favorable information or information that does not deviate from social norms."

757. Dale, Nell B. "The University of Texas at Austin Career Facilitation Program." Proceedings from the Conference on Reentry Women in Science. (April 1980), 49-61.

"A description of the Career Facilitation Project at the University of Texas at Austin. Topics include recruitment, student status, course load, placement, role models, and counseling."

758. Dandridge, William L. "Recruiting Minority Teachers for Independent Schools." The Independent School. (December 1978) p. 8.

"A review of how more minority staff members may be recruited by private elementary and secondary schools."

759. Daugherty, J. E. (Comp.). "Bibliography: Recruitment Sources." Ohio Media Spectrum. 29 (January 1977), 76-77.

760. Davis, Abraham L., and Corrie Hope. "Some Notes on Reverse Discrimination." Review of Black Political Economy. 9 (Winter 1979), 199-207.

"Clarifies the meaning of reverse discrimination and refutes the assertion that Blacks are being given preferential treatment over whites in higher education arenas."

761. Diamond, E. E. "Sex Equity and Measurement Practices." In R. Lennon's (Ed.) New Directions for Testing and Measurement: Impactive Changes in Measurement. San Francisco: Jossey-Bass, Inc., Publishers, 1979.

762. Dickinson, Elizabeth, and Margaret Z. Myers. "Affirmative Action and American Librarianship." Advances in Librarianship, Vol. 8. New York: Academic Press, 1978.

763. Dillon, Kristine E., and Herbert W. Marsh. "Faculty Earnings Compared with Those of Nonacademic Professionals." Journal of Higher Education. 52 (November/December), 615-523.

"Compares the total earnings of faculty members with those of other professionals by utilizing earnings data collected by the U.S. Bureau of the Census. Data reveals comparable earnings between the two groups. Authors suggest that the use of academic contract salary data in comparison with nonacademic salary data results in an underrepresentation of academic earnings."

764. Faia, M. A. "Discrimination and Exchange: Double Burden of the Female Academic." Pacific Sociological Review. 20 (1) (1977), 3-20.

"Presents some of the subtler dimensions of sex bias and discrimination with respect to salary, institutional prestige, rank, tenure status, and personal costs of an academic career."

765. Farber, S. "Earnings and Promotion of Women Faculty." American Economic Review. 67(2) (1977), 199.

"Considers sex differences in academia with regard to academic rank, promotion, and salaries. Shows that women do receive lower compensation than their male counterparts and that they also have significantly lower chances of promotion at all ranks and ages. Includes a brief review of the literature."

766. Feld, Lipman G. "15 Questions You Dare Not Ask Job Applicants." Administrative Management. (June 1974).

"Presents questions to be avoided during the interviewing process. Areas such as ethnic background, family ties, and arrest record are some of the topics addressed. Inappropriate questions, a discussion as to why the question should have been avoided, and suggestions of appropriate questions are outlined."

767. Ferber, Marianna A., and Betty Kordick. "Sex Differentials in the Earnings of Academic Women." Industrial and Labor Relations Review. 31 (January 1978), 227-238.

"Focuses on the impact of female life styles on their job performance and whether salary differentials may be the cause as well as the result of differences in performance. A regression analysis is used to determine male and female rewards."

768. Fields, Cheryl. "Colleges and Rights Groups Split Over U.S. Proposals." The Chronicle of Higher Education. (November 4, 1981), 15.

This article "discusses the disagreement expressed by civil rights advocates and college representatives on the Department of Labor's proposed changes in affirmative action rules and regulations."

769. Fields, Cheryl. "Conflicting Reactions to the Bakke Decision." The Chronicle of Higher Education. (July 3, 1978), 12.

"Presents the opposing viewpoints of various civil rights leaders and government officials on the Bakke decision."

770. Fontham, Michael. "Legalization of Employment Discrimination Against White Males." Journal of Intergroup Relations. 6 (December 1978), 30-39.

"Contends that special treatment of groups on the basis of race, color, or sex is not consistent with the principles of equal treatment under the law in the United States. Argues that governmental action to favor certain groups is unjustified."

771. Ford, Laura C. "Equal Retirement Benefits: A Progress Report." Educational Record. 60 (Winter 1979), 16-24.

Provides "an update on the new laws, federal guidelines, and responsibilities of institutions to employees with respect to retirement benefits."

772. Fort, Vance. "Affirmative Action in the 80's: Toward a Politics of Equality." Cross Reference: A Journal of Public Policy and Multicultural Education. 1 (March/April), 182-209.

"Proposes that colleges and universities establish admissions policies that take into consideration indices of social and economic disadvantage."

773. Frank, L. L., and J. R. Hackman. "Effects of Interviewer-Interviewee Similarity on Interviewer Objectivity in College Admissions Interviews." Journal of Applied Psychology. 60 (1975), 356-360.

A study "examining the relationship between attitude similarity between interviewer and interviewee and the interviewer's favorableness toward the applicant. Results show that there are substantial differences in the degree to which this effect may bias the interview outcome."

774. French, Julia R. "Employer Obligations: Opportunities Under Proposed ADEA Regulations." Aging and Work. 2 (Winter 1979), 59-67.

This article "discusses the rules and practices of the Department of Labor, retirement benefits, the case of the older worker, and illustration of age discrimination."

775. Fuller, Bruce, and Others. "Alternative Admissions Procedures." New Directions for Higher Education. 6 (1978), 1-27.

"Focuses on the Supreme Court's Bakke decision and explains what institutions could not do with respect to the use of racial and ethnic factors in admissions. Alternative procedures established and used by Michigan State University, the Medical College of Ohio, Temple University, McMaster University, and Florida State University are presented; these procedures focus on an assessment of individual applicant disadvantagement rather than ethnic or racial membership."

776. Furniss, W. Todd. "Professional Education After Bakke." Educational Record. 60 (Spring 1979), 137-145.

"In light of the Bakke decision, the author proposes that higher education efforts must be made to increase and improve the pool of qualified minority applicants. Suggests that the problem could be alleviated if improvements in primary and secondary schools and communities were made."

777. Gaymon, Donald. "Underutilization in Affirmative Action Programs: What Is It and What Can We Do About It?" Personnel Journal. 58 (July 1979), 457-459.

This article features "a discussion of evaluations of affirmative action programs and organizational commitments to the program."

778. Gordon, N., T. E. Morton, and I. C. Braden. "Faculty Salaries: Is There Discrimination by Sex, Race and Discipline?" American Economic Review. 64 (June 1976), 419-447.

779. Gould, William B., and Others. "Color Consciousness: A Historical, Legal and Philosophical Perspective." Howard Law Journal. 21 (1978), 485-537.

"A collection of papers on the historical emergence of 'color-consciousness' and its impact on American education, economics, history, and employment. Emphasizes the need for affirmative action remedies and presents suggestions for their implementation."

780. Guskin, Alan E., and Ben Greenebaum. "Quality and Equality: Basic Skill Requirements at the University Level." Educational Record. 60 (Summer 1979), 312-317.

"Elaborates on one university's solution to the relaxation of academic standards."

781. Haefner, J. E. "Race, Age, Sex, and Competence as Factors in Employer Selection of the Disadvantaged." Journal of Applied Psychology. 62 (1977), 199-202.

782. Hanson, David J., and Cyrena N. Pondrom. "Affirmative Action: Executive Order 11246, As Amended." Federal Regulations. Washington, D.C.: National Association of College and University Business Offices, 1980.

"Discusses Executive Order 11246 which prohibits employment discrimination. The obligations of both contractors and sub-contractors are considred."

783. Heilman, M. E., and L. R. Saruwatari. "When Beauty is Beastly: The Effects of Appearance and Sex on Evaluations of Job Applicants for managerial and Nonmanagerial Jobs." Organizational Behavior and Human Performance. 23 (1979), 360-372.

A study "showing that attractiveness was an advantage for men seeking white-collar positions but not for women applicants. Attractiveness worked against women seeking managerial positions."

784. Holly, William H., and Hubert S. Feild. "The Law and Performance Evaluation in Education: A Review of Court Cases and Implications for Use." Journal of Law and Education. 6 (October 1977), 427-448.

"Considers EEOC Guidelines, court cases, and topics such as tenure, promotion, and salary structure. Recommendations are made concerning these topics and are relevant for use in both educational and non-educational settings."

785. Hutchins, Trova K. "Affirmative Action for the Physically Disabled in Social Work Education." Journal of Education for Social Work. 14 (Fall 1978), 64-70.

"Examines the issues and needs that need to be considered in establishing an affirmative action plan and program for disabled persons. In addition, suggestions and guidelines are given for identifying and recruiting qualified disabled persons for the field of social work."

786. Jackson, Diane P. "Update on Handicapped Discrimination." Personnel Journal. 57 (September 1978), 488-491.

"Contains guidelines for compliance with the Rehabilitation Act of 1973 and describes the Act's provisions, complaints, and personnel practices."

787. Jackson, Diane P. "The Management of Age in the Workforce." Management Review. 67 (December 1978), 50-56.

"In this article, the author examines topics of age discrimination, personnel policies and practices for the older worker, retirement age, and benefits programs."

788. Jackson, Mike. "Racial Factors in Executive Selection." Public Personnel Management. 8 (July/August 1979), 218-222.

Some of the topics discussed in this article "include executive selection, racial factors and discrimination, equal employment opportunity, and the selection and appointment of Afro-American executives."

789. Jacobs, Roger B. "New Rights for the Handicapped." Civil Rights Digest. 11 (Spring 1979), 22-27.

"Considers the new rights of handicapped persons."

790. Johnson, Roosevelt. "Blacks and Higher Education: A Decade in Review." Journal of Afro-American Issues. 5 (Winter 1977), 88-97.

"Argues that the social growth and development which Afro-Americans have achieved over the last decade are now being threatened by social policy changes."

791. Johnson, R., and L. W. Heal. "Private Employment Agency Responses to the Physically Handicapped Applicant in a Wheelchair." Journal of Applied Rehabilitation Counseling. 7 (1976), 12-21.

This study "demonstrated that handicapped job applicants were offered significantly fewer job interviews and a more negative estimation of the future job market than non-handicapped applicants. The authors conclude that interviewers may give less favorable and positive evaluations to persons displaying a handicap."

792. Kadzielski, Mark A. "Postsecondary Athletics in an Era of Equality: An Appraisal of the Effect of Title IX." The Journal of College and University Law. 5 (1978-79), 123-141.

"Examines the use, meaning, and constitutional validity of 'separate but equal' notion used in Title IX regarding athletics in higher education. Review standards in discrimination cases based on sex, relevant law, and the general applicability of Title IX to athletic programs are discussed."

793. Kandel, William L. "Current Developments in EEO." Employee Relations Law Journal. 7 (Autumn 1981), 269-280.

"Focuses on the Gunther case and cites key legal issues and practical implications for employers. Emphasis is given to the Equal Pay Act of 1963."

794. Kasper, Sydney. "Making the Civil Service Work." Disabled USA. 2 (1979), 5-7.

This article "considers the employment and training of handicapped persons."

795. Knouss, Robert. "Legislative Efforts for Women in Science." Proceedings from the Conference on Reentry Women in Science. (April 1980), 158-162.

"Discusses Senate Bill 568, its sections, and purpose. An overview of legislative efforts for women in science programs is considered by this author."

796. Koch, James V., and John F. Chizmar. "Sex Discrimination and Affirmative Action in Faculty Salaries." Economic Inquiry. 14 (March 1976), 16-23.

"Contains a model which assesses the impact of affirmative action, salary increments, and an analysis determining sex discrimination against females at Illinois State University."

797. Kuk, Linda. "Beyond Affirmative Action." Journal of the College and University Personnel Association. 29 (Fall 1978), 17-20.

"Contends that compliance with affirmative action requirements is insufficient and that higher education institutions must work to establish a climate in which females (and minorities) are able to contribute to their full potentialities."

798. Lanham, J. M., M. F. Graham, and D. E. Schaberg. "Hiring the Handicapped - An 18 Year Success Story." Occupational Health and Safety. 47 (November/December 1978), 40-42+.

In this article, "the authors examine handicap employment, placement, training, and the commitment made by an organization. Case illustration is included."

799. Leach, Daniel E. "Affirmative Action Guidelines: An Appropriate Response." Labor Law Journal. 29 (September 1978), 555-561.

"Describes how the forthcoming affirmative action guidelines designated by the Equal Opportunity Commission are created to encourage a voluntary compliance system designed to identify employment discrimination. Highlights the philosophical underpinnings of the new guidelines."

800. Linenberger, Patricia, and Timothy J. Keaveny. "Age Discrimination in Employment: A Guide for Employers." Personnel Administrator. 24 (July 1979), 87-92+.

These authors "focus on employment discrimination based on age and discuss the responsibilities of executives and managers."

801. Lipman-Blumen, Jean. "Perspectives on the Advancement of Women." Proceedings from the Conference of Reentry Women in Science. (April 1980), 174-177.

"Provides an overview of women's achievement in science, problems encountered, and a model of achieving styles or modes--intrinsic, competitive, power, and instrumental."

802. Lipset, Seymour Martin, and William Schneider. "The Bakke Case: How Would It Be Decided at the Bar of Public Opinion?" Public Opinion. 1 (March/April 1978), 38-44.

"Contains survey data of U.S. attitudes toward racial equality. Data reveals that the majority of Americans favor equal rights and equal opportunity; however, they rejected the use of affirmative action and preferential treatment programs."

803. Liss, Lora. "Affirmative Action Officers: Are They Change Agents?" Educational Record. 58 (Fall 1977), 418-428.

"Views officers and directors of affirmative action programs as in-house change agents.

804. Loeb, Jane W., Marianne A. Ferber, and Helen M. Lowry. "The Effectiveness of Affirmative Action for Women." The Journal of Higher Education. 49 (May/June 1978), 218-230.

"Presents a comparison of salary and rank by sex at a major institution before and after the establishment of an approved affirmative action program. The results suggest that required programs are more costly than effective and that federal incentives and greater attention to results should be made."

805. Magarrell, Jack. "Women Account for 93 Per cent of Enrollment Gain." The Chronicle of Higher Education. 15 (7) (1978), 1,9.

"Presents a statistical report on the growth on female enrollments in higher education for the 1976-1977 year. Currently women account for approximately 49 percent of the total enrollment in the United States."

806. Magarrell, Jack. "Salaries Lag for Professors in the Humanities." The Chronicle of Higher Education. 18 (11) (1981), 15.

"Contains survey data for faculty salaries in all disciplines and shows a lag in the humanities."

807. Maize, Kennedy P., and Sandra Stencel. "Affirmative Action Under Attack." Editorial Research Reports. (March 30, 1979), 227-244.

"Examines affirmative action challenges with regard to job programs, law suits, legislation upholding equal employment opportunity, and other obstacles."

808. Manning, Winton H. "Beyond Bakke: The Unfinished Agenda in Admissions" in 1978 National Conference Series, American Association for Higher Education, 1978.

"Discusses fairness in admissions, the implications of the Bakke case, and educational due process."

809. Marino, Kenneth E. "Conducting an Internal Compliance Review of Affirmative Action." Personnel. (March/April 1980).

"Describes the results of an interview study of 50 federal compliance officers and identifies several areas that might create problems in affirmative action programs."

810. Milk, Leslie B. "The Key to Job Accommodations." Personnel Administrator. 24 (January 1979), 31-33+.

"Affirmative action programs, handicapped employment, qualifications, and personnel responsibilities are highlighted in this article."

811. Mingle, James R. "Faculty and Departmental Response to Increased Black Student Enrollment." The Journal of Higher Education. 49 (May/June 1978), 201-217.

"Examines the response of faculty and departments to substantial increases in Black student enrollment. Faculty background, attitudes, contact, and climate of the department are related to the self-reported ways in which faculty have altered their teaching, curriculum, and interactions with Black students and commitment to affirmative action."

812. Mollenhauer, Rosalie. "Quantifying Minority Student Enrollment Goals." Journal of Education for Social Work. 14 (Fall 1978), 100-106.

"Analyzes the need for minority enrollment goals in relation to graduate study in the field of social work. An overview of enrollment efforts, summary of relevant laws and regulations, and a proposed formula that yields qualified and quantified such goals are discussed."

813. Montoya, Alfredo C. "Hispanic Workforce: Growth and Inequality." AFL-CIO American Federationist. 86 (April 1979), 8-11.

The author concludes that "education and employment statistics of the Hispanic American workforce demonstrates growth without equality."

814. Muchinsky, P. M., and S. L. Harris. "The Effect of Applicant Sex and Scholastic Standing on the Evaluation of Job Applicant Resumes in Sex-Typed Occupations." Journal of Vocational Behavior. 11 (1977), 95-108.

815. Mundale, Susan. "Smoothing the Wrinkles in Affirmative Action Training." Training. (April 1980).

The author "provides an overview of the future course and emphasis of affirmative action training. Problem areas, helpful articles, and a listing of EEO resources--films, books, papers, etc. are cited."

816. Nathanson, Robert B., and Jeffrey Lambert. "Integrating Disabled Employees into the Workplace." Personnel Journal. (February 1981).

"Examines the on-the-job behavior of persons who hire and work with handicapped individuals. Vignettes are used to illustrate seven attitudinal syndromes including: (1) 'All that matters is your label,' (2) 'I feel sorry for your,' (3) 'Don't worry, I'll protect you,' (4) 'You present too many problems for us to handle,' (5) If I'm lucky, we won't see each other today,' (6) 'I'm amazed by your courage,' and (7) 'Who's more anxious, you or me?'."

817. Nevill, Dorothy D. "Achieving Salary Equity." Educational Record. 56 (Fall 1975), 266-270.

"Presents three techniques which can be used to attain salary equity; namely: (1) salary prediction, (2) counterparting, and (3) grievance procedures."

818. Newman, Morris J. "A Profile of Hispanics in the U.S. Workforce." Monthly Labor Review. 101 (December 1978), 3-14.

This article contains "statistics on the labor force and on Hispanic Americans as well as an employment profile."

819. Nugent, Timothy J. "More Than Ramps and Braille." American Education. 14 (August/September 1978), 11-18.

"Describes the University of Illinois' program that enabled persons with severe handicaps to attend the University and benefit from all experiences that are a part of university life."

820. Pati, Gopal C., and Michael J. Mezey. "Design an Affirmative Action Program for the Handicapped." Training and Development Journal. 32 (June 1978), 14-22.

This article "features the U.S. Department of Labor's guidelines for developing an affirmative action program for the handicapped. Checklist items and sample program plan are included."

821. Potter, Georgy T., and Laurie S. Potter. "We Built a Barrier-Free Campus." AGB Reports. 20 (May/June 1978), 27-31.

"A review of the installations and remaining obstacles for allowing handicapped students to have access to Ramapo College are discussed in this article."

822. "Practical Results." MBA. (December 1978/January 1979).

"Demonstrates how Black managers and executives can produce more objective and accurate performance evaluations."

823. Preer, Jean L. "Minority Access to Higher Education." AAHE-ERIC Research Report No. L. American Association for Higher Education, 1981.

"A report focusing on the enlarged concept of access by examining issues such as admissions, secondary school preparation, college retention, and graduate/professional placement. Areas of growth, stagnation, and decline in access of Blacks, Asians, Hispanics, Native Americans, and women are examined. The role of federal policy and the courts, the competition between Black and white institutions and the impact of institutional programs are topics of investigation. A bibliography is provided."

823A. "The Progress of Women in 4 Professional Fields." Chronicle of Higher Education. 15 (18) (1978), 15.

This page "contains a comparison chart depicting women's progress in the following professional fields: dentistry, law, medicine, and veterinary medicine. For the period 1969-1976, steady progress is shown although the total picture is not impressive."

824. Pruitt, Anne S. "Stop the Revolving Door." AGE Reports. 21 (March/April 1979), 17-19.

The author "proposes a comprehensive developmental program for disadvantaged students and recommends the kinds of institutional and state support systems necessary to its implementation. A decision-making structure and advisory structure are also suggested."

825. "Report of the Boalt Hall Asian American Special Admissions Research Project. Asian American Law School Students' Association." Amerasia Journal. 5 (February 1978), 21-37.

"Excerpts based on a report written by Asian American students to the University of California at Berkeley faculty in response to a proposal to eliminate or reduce the special program in admissions for Asians."

826. Renwick, P. A., and T. Tosi. "The Effects of Sex, Marital Status, and Educational Background on Selection Decisions." Academy of Management Journal. 21 (1978), 93-103.

827. "Report of Committee W on the Status of Women in the Academic Professions, 1978-79." Academe. 65 (October 1979), 413-415.

"An annual report dealing with affirmative action, efforts to terminate sex discrimination, pension benefits, and Title IX."

828. Rice, Joy K., Margaret L. Goering. "Women in Transition: A Life Planning Workshop." Journal of the National Association for Women Deans, Administrators and Counselors. (Winter 1977), 57-61.

829. Roberts, Edward V. "Into the Mainstream." Civil Rights Digest. 11 (Winter 1979), 23-25.

"Topics in this article include federal laws and legislation regarding handicapped persons, employment issues, and cases of discrimination."

830. Roos, Peter D. "Bakke: Some Views, Expansion or Destruction." Civil Rights Digest. 10 (Summer 1978), 17-19.

"Discusses and analyzes two key questions concerning the Bakke decision: (1) Does the decision really say 'yes' to race and 'no' to quotas; and (2) What criteria, in addition to race, can be used in admissions programs to advance the cause of minority participation in higher education."

831. Rose, Gerald L., and Arthur P. Brief. "Efforts of Handicap and Job Characteristics on Selection Evaluations." Personnel Psychology. 32 (Summer 1979), 385-392.

"A study of the selection of and discrimination against handicapped persons."

832. Rosen, Benson, and Thomas H. Jerdee. "Coping with Affirmative Action Backlash." Business Horizons. 22 (August 1979), 15-20.

"The administration of affirmative action programs, responsibilities of managers and executives, employee attitudes, and the employment of minorities and females are considered in this article."

833. Roybal, Edward R. "Minorities in Medicine: The Next Decade." Journal of Medical Education. 54 (August 1979), 652-655.

"Examines the participation of members of minority groups in medical education and the future status of such group participation and the necessary support needed from schools, foundations, and government."

834. Sandler, Bernice. "Sex Discrimination, Admissions in Higher Education and the Law." College and University Journal. 50 (Spring 1975), 197-212.

835. Shaeffer, Ruth. "Possible Industry Involvement in Reentry Programs." Proceedings from the Conference on Reentry Women in Science. (April 1980), 121-129.

"An overview of the relationship between major corporate efforts and reentry program linkages."

836. Shiffrin, Mark A. "What's Ahead: OCR Enforcement of Anti-Discrimination Regulations." Change. 10 (February 1978), 44-45.

"Discusses the following problem areas confronting OCR: stricter enforcement of civil rights legislation and executive orders; especially Title IX, age, and handicapped laws."

837. Smith, James F. "Reflections of a Respondent Attorney." Journal of Intergroup Relations. 6 (December 1978), 40-48.

The author contends that "in view of Bakke, there is need for a reevaluation and redrafting of EEOC guidelines which focus upon opportunities rather than numerical quotas and goals."

838. Sowell, Thomas. "Affirmative Action Reconsidered." The Public Interest. 42 (Winter 1976), 47-65.

"Basic concepts and legal rationale of affirmative action are discussed. Problems, statistics, and trends are included in this discussion concerning affirmative action policies and programs."

839. Steiger, Joann M., and Barbara Kimball. "Financial Aid for Lifelong Learning: The Special Case for Women." School Review. 86 (May 1978), 395.

"Examines the track record of financial assistance programs for women and identifies problems such as part-time study and child care costs and suggests recommendations."

840. Sullivan, Donald E. "Never Too Old." Personnel Administrator. 23 (June 1978), 54-58.

"Topics such as age discrimination, retirement age, compensation benefits, and responsibilities of top management are discussed in this article."

841. Tanur, Judith M., and Rose L. Coser. "Pockets of Poverty in the Salaries of Academic Women." AAUP Bulletin. 64 (March 1978), 26-30.

"Examines factors identified as accounting for the existence of poverty pockets in academic female salaries, especially length of service, rank, and proportion of women in the field."

842. Thomas, Gail E. "Race and Sex Group Equity in Higher Education: Institutional and Major Field Enrollment Statistics." American Educational Research Journal. 17 (2) (Summer 1980), 171-182.

"Data from the Office of Civil Rights was used to show how Blacks and whites as well as males and females were distributed in different types of educational institutions and professional fields in the mid-1970's. These findings are examined according to race and sex distributions by institutional enrollment and major field."

843. Tuckman, B. H., and H. P. Tuckman. "The Structure of Salaries at American Universities." Journal of Higher Education. 47 (January/February 1976), 51-54.

844. U.S. Equal Employment Opportunity Commission, Civil Service Commission, Department of Labor, and Department of Justice. "Adoption by Four Agencies of Uniform Guidelines on Employee Selection Procedures." Federal Register. 43 (1978), 38290-38315.

845. Webb, Lilian O., and Martha M. McCarthy. "Debunking the Myths of Affirmative Action." Journal of the National Association of Women Deans, Administrators, and Counselors. 41 (Spring 1978), 105-108.

"Describes how affirmative action should provide opportunities for all individuals in order for them to realize their full potential. Shows how many are thwarted by the myths surrounding the programs and how they impair the effectiveness of affirmative action efforts."

846. West, Wayne K. "A Self-Audit for Affirmative Action Programs." Personnel Journal. 57 (December 1978), 688-690+.

"Methods of evaluating affirmative action plans and programs are considered in this article."

847. Wheelan, Susan A. "The Effect of Personal Growth and Assertive Training Classeson Female Sex-Role Self-Concept." Group and Organization Studies. 3 (June 1978), 239-244.

"Discusses attitudes toward women, assertiveness training programs, and their impact upon personal growth and development and sex-roles."

848. Woodrow, Raymond J. "Federal Contract Requirements Affecting Employment Practices." Federal Regulations. (1980).

"Focuses on certain labor requirements and areas such as overtime approvals, conflicts of interest, key personnel, disabled veterans, handicapped employment, and compensation."

849. Zemke, Ron. "Sexual Harassment: Is Training the Key?" Training. (February 1981).

"Reviews some of the ambiguous EEOC guidelines and presents corporate attempts to eliminate and reduce sexual harassment in the workplace. Questions of special concern are: (1) What is and is not sexual harassment?, (2) Who is responsible for whose actions?, and (3) How liable is liable?"

Entire Issues

850. The Black Collegian. (April/May 1980). Entire Issue.

The entire issue is devoted to "Black Women." Topics include:

... Employment opportunities for Black women in the 1980's.
... Careers in the federal government.
... Lifestyles of college coeds.
... The Equal Rights Amendment.
... The roles of Black and white women.
... A mini-anthology of Black poets.

851. The College Administrator and the Courts. 3 (1) (April 1980 Supplement).

The April 1980 supplement focuses on the following topics:

... Evaluation of faculty/promotion: sex discrimination in denial of promotion.
... Due process in denial of promotion.
... Racial discrimination alleged in termination.
... Editor's note on sex discrimination.

852. The Counseling Psychologist. 6 (2) (1976. Entire Issue.

... Male is greater than female: The socialization of status inequality.
... Physical sex differences: A matter of degree.
... What inhibits achievement and career motivation in women.
... Cognitive-developmental theory: A guide to counseling women.
... Counseling for the strengths of Black women.
... Women counselors for women clients? A review of the research.

853. The Journal of Vocational Education Research. (April 1980 Issue).

Focus is on Sex Equity: Are Students Free to Choose? Includes:

... Difficulties women face in training for nontraditional occupations and on the job.
... Need for support for women.
... Sex-fair assessment of vocational interests.
... The role of teachers in sex equity.
... Education for adult roles.
... Administration and women.
... Biased materials.

854. The Journal of the National Association for Women Deans, Administrators and Counselors. 40 (1) (Fall 1976). Entire Issue.

Articles cover the following topics.

... Discrimination and reverse discrimination.
... Academic achievement in college women.
... Adult women students compared with younger students on selected personality variables.
... Composite profile of a top-level California community college woman administrator.

855. The Journal of the National Association for Women Deans, Administrators and Counselors. 40 (4) (Summer 1977). Entire Issue.

This issue is devoted to the following articles:

... Preparing Black women for nontraditional professions.
... Sex differences in employment of college graduates.
... The schooling of tomorrow's women.
... Determinants of intellectual growth in women; sources of sex differentiation.
... Women's place in higher education.
... Women graduate students' self-concept.

856. Project on the Status of Women, Association of American Colleges.

Minority Women's Packet includes:

... Recruiting Minority Women No. 2.
... Minority Women's Organizations.
... Minority Women and Higher Education No. 2.
... Minority Women and Higher Education No. 3.
... Enlarging the American Dream, A Review of Culture and Heritage of Minority Women.

857. Public Personnel Management. 7 (November/December 1978). Special Issue.

... The measurement and assessment of adverse impact.
... Employment discrimination cases.
... Affirmative action and preferential selection and federal employment.
... Test bias.
... Cases.

List of Journals and Publishers

858. AAHE Bulletin
American Association for Higher Education
One Dupont Circle, Suite 780
Washington, D.C. 20036
202/293-6440

859. AAHE-ERIC Research Report
American Association for Higher Education
One Dupont Circle, Suite 780
Washington, D.C. 20036
202/293-6440

860. AAUP Bulletin
American Association of University Professors
One Dupont Circle, Suite 500
Washington, D.C. 20036
202/466-8050

861. ACADEME
American Association of University Professors
One Dupont Circle, Suite 500
Washington, D.C. 20036
202/466-8050

862. Academy of Management Journal
Graduate School of Business
Southern Methodist University
Dallas, Texas 75275
214/692-2810

863. Administrative Management
Management Techniques for Effective Office Operations
51 Madison Avenue
New York, New York 10010
212/689-4411

864. Advances in Librarianship
Academic Press
111 Fifth Avenue
New York, New York 10003
212/741-6800

865. AGB Reports
Association of Governing Boards of Universities and Colleges
One Dupont Circle, Suite 720
Washington, D.C. 20036
202/296-8400

866. Aging and Work
The National Council on the Aging
1828 L Street, N.W.
Washington, D.C. 20036
202/223-6250

867. Amerasia Journal
University of California at Los Angeles
Asian American Studies Center
3232 Campbell Hall
Los Angeles, California 90024
213/825-4321

868. American Education
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202
202/245-8907

869. American Economic Review
American Economic Association
University of California at Los Angeles
Los Angeles, California 90024
213/206-6872

870. American Educational Research Journal
American Educational Research Association
1126 Sixteenth Street, N.W.
Washington, D.C. 20036
202/223-9485

871. American Teacher
AFL-CIO American Federation of Teacners
11 Dupont Circle, N.W.
Washington, D.C. 20036
202/737-4430

872. Association of American Colleges
Project on the Status and Education of Women
1818 R Street, N.W.
Washington, D.C. 20009
202/387-1300

873. Association of Departments of Foreign Languages Bulletin
62 Fifth Avenue
New York, New York 10011
212/741-5592

874. Black Collegian
1240 South Broad Street
New Orleans, Louisiana 70125
504/821-5694

875. Business Horizons
Graduate School of Business
Indiana University
Bloomington, Indiana 47405
812/337-5507

876. CHANGE: The Magazine of Higher Learning
4000 Albemarle Street, N.W.
Washington, D.C. 20061
202/362-6445

877. Chronicle of Higher Education
1333 New Hampshire Avenue, N.W. and N 500
Washington, D.C. 20036
202/828-3500

878. Civil Rights Digest (Former Title)
Perspectives: A Civil Rights Quarterly (Current Title)
U.S. Commission on Civil Rights
1121 Vermont Avenue, N.W.
Washington, D.C. 20425
202/655-4000

879. The College Administrator and the Courts
College Administration Publications, Inc.
Box 8492
Asheville, North Carolina 28814
704/252-0883

880. College and University
Journal of the American Association of Collegiate Registrars and Admissions Officers
One Dupont Circle, N.W,, Suite 330
Washington, D.C. 20036
202/293-9161

881. Conference on Reentry Women Scientists
Denver Research Institute
Social Systems Research and Evaluation
University of Denver
Denver, Colorado 80208
303/753-2621

882. Counseling Psychologist
Counseling Center
University of California
Irvine, California 92717
714/833-5011

883. Cross Reference: A Journal of Public Policy and Multicultural Education
Lippincott Company
East Washington Square
Philadelphia, Pennsylvania 19105
215/574-4273

884. Disabled USA
The President's Committee on Employment of the Handicapped
Vanguard Building, Room 600
111 20th Street, N.W.
Washington, D.C. 20036
202/653-5044

885. Economic Inquiry
Journal of the Western Economic Association
Department of Economics
Simon Fraser University
Burnaby, B.C., Canada VSA LS6
604/291-3367

886. Editorial Research Reports
Nelson Poynter, Publisher
1414 North 22nd Street
Washington, D.C. 20037
202/296-6800

887. Educational Record
American Council on Education
One Dupont Circle, Suite 25
Washington, D.C. 20036
202/833-4784

888. Educational Technology
140 Sylvan Avenue
Englewood Cliffs, New Jersey 07632
201/871-4007

889. EEO Today
Executive Enterprises Publications Company, Inc.
33 West 60th Street
New York, New York 10023
212/489-2678

890. Employee Relations Law Journal
Executive Enterprises Publications Company, Inc.
33 West 60th Street
New York, New York 10023
212/489-2678

891. Federal Register
U.S. Office of the Federal Register
National Archives and Record Services
Washington, D.C. 20402
202/655-4000

892. Federal Regulations
Federal Regulation of Employment Service
Research Institute of America, Inc.
589 Fifth Avenue
New York, New York 10017
212/755-8900

892A. Federal Regulations
National Association of College and University Business Officers
One Dupont Circle, N.W., Suite 510
Washington, D.C. 20036
202/861-2500

893. Group and Organization Studies
International Journal for Group Facilitators
7596 Eads
La Jolla, California 92037
714/454-8821

894. Howard Law Journal
Howard University
Washington, D.C. 20059
202/636-6040

895. Idaho Law Review
University of Idaho
College of Law
Moscow, Idaho 83843
202/885-6422

896. Independent School
18 Tremont Street
Boston, Massachusetts 02108
617/723-6900

897. Industrial and Labor Relations Review
Research Building, Room 201
Cornell University
Ithaca, New York 14853
607/256-3295

897A. Journal of Afro-American Issues
1629 K Street, N.W.
Washington, D.C. 20006

898. Journal of American Vocational Association
National Center for Research in
Vocational Education
1960 Kenny Road
Columbus, Ohio 43210
614/486-3655

899. Journal of Applied Psychology
American Psychological Association
1200 17th Street, N.W.
Washington, D.C. 20036
202/833-7670

900. Journal of Applied Rehabilitation Counseling
University of Georgia
Aderhold Hall
Athens, Georgia 30602
404/542-3030

901. Journal of College and University Law
National Association of College and
University Attorneys
One Dupont Circle, N.W., Suite 650
Washington, D.C. 20036
202/296-0207

902. Journal of the College and University
Personnel Association
11 Dupont Circle, Suite 120
Washington, D.C. 20036
202/462-1038

903. Journal of College Placement
College Placement Council
P.O. Box 2263
Bethlehem, Pennsylvania 18001
215/868-1421

904. Journal of Education for Social Work
Council on Social Work Education
111 8th Avenue
New York, New York 11011
202/697-0467

905. Journal of Higher Education
Ohio State University Press
2070 Neil Avenue
Columbus, Ohio 43210
614/422-6930

906. Journal of Intergroup Relations
National Association of Human Rights Workers
P.O. Box 60
Louiseville, Kentucky 40203
317/283-1009

907. Journal of Law and Education
University of South Carolina Law School
Columbia, South Carolina 29208
803/777-5294

908. Journal of Medical Education
One Dupont Circle, N.W.
Washington, D.C. 20036
202/828-0640

909. Journal of the National Association for Women
Deans, Administrators and Counselors
1625 I Street, N.W., Suite 624A
Washington, D.C. 20006
202/659-9330

910. Journal of Vocational Behavior
Academic Press, Inc.
111 Fifth Avenue
New York, New York 10003
212/677-6713

911. Labor Law Journal
Commerce Clearing House, Inc.
4025 West Peterson Avenue
Chicago, Illinois 60646
312/583-8500

912. Library Journal
R. R. Bowker Company
1180 Avenue of the Americas
New York, New York 10036
212/764-5175

913. Management Review
American Management Association
135 West 50th Street
New York, New York 10020
212/586-8100

914. MBA
730 3rd Avenue
New York, New York 10017
212/557-9240

915. Monthly Labor Review
U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212
202/523-1327

916. New Directions for Higher Education
Jossey-Bass, Inc. Publishers
433 California Street
San Francisco, California 94104

917. New Directions for Testing and Measurement:
Impactive Changes in Measurement
Jossey-Bass, Inc., Publishers
433 California Street
San Francisco, California 94104

918. Occupational Health and Safety
Stevens Publishing Company
4901 Bosque Boulevard
P.O. 7573
Waco, Texas 76710
800/433-1600

919. Occupational Outlook Quarterly
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210
202/655-4000

920. Ohio Media Spectrum
Ohio Educational Library Media Association
40 South Third, Suite 409
Columbus, Ohio 43215
614/221-9057

921. Organizational Behavior and Human Performance
Academic Press
111 Fifth Avenue
New York, New York 10003
212/741-6800

922. Pacific Sociological Review
Department of Sociology
University of California
Santa Barbara, California 93106
805/961-2311

923. Personnel
American Management Association
135 West 50th Street
New York, New York 10020
212/586-8100, Ext. 260

924. Personnel Administrator
American Society for Personnel Administration
30 Park Drive
Berea, Ohio 44017
216/826-4790

925. Personnel Journal
866 West 18th Street
Costa Mesa, California 92627
714/646-5007

926. Personnel Psychology
Box 6965, College Station
Durham, North Carolina 27708
919/688-3227

927. Proceedings from the Conference on Reentry Women in Science
Denver Research Institute
Denver, Colorado 80236
303/753-2621

928. Psychological Bulletin
American Psychological Association
1200 17th Street, N.W.
Washington, D.C. 20036
202/833-7670

929. The Public Interest
10 East 53rd Street
New York, New York 10022
212/593-7123

930. Public Opinion
1150 17th Street, N.W.
Washington, D.C. 20036
202/862-5800

931. Public Personnel Management
International Personnel Management Association
1850 K Street, N.W., Suite 870
Washington, D.C. 20006
202/833-5860

932. Research in Higher Education
150 Fifth Avenue
New York, New York 10011
212/989-9676

933. Review of Black Political Economy
Transaction Periodicals Consortium
Rutgers University
New Brunswick, New Jersey 08903
201/932-2280

934. School Review
American Journal of Education
5801 S Ellis Avenue
Chicago, Illinois 60637

935. Science
1515 Massachusetts Avenue, N.W.
Washington, D.C. 20005
202/467-4350

936. Training: The Magazine of Human Resources Development
731 Hennepin Avenue
Minneapolis, Minnesota 55403
612/333-0471

937. Training and Development Journal
American Society for Training and Development
600 Maryland Avenue, S.W., Suite 305
Washington, D.C. 20024
202/484-2390

CHAPTER III: PERIODICALS

The previous chapter contains references to articles on affirmative action and equal opportunity, but by no means cites the total array of resources available. Chapter III lists around 200 journals and periodicals that regularly disseminate relevant and appropriate EEO/AA news, laws, information, and research. Journals in business, industry, government, and education are covered as well as those covering topics of interest to all minority group members, women, handicapped persons, and other special groups.

The format of Chapter III differs from the previous two as periodicals are presented in alphabetical order by title. Names of sponsoring organizations, addresses, and telephone are also included along with an annotated description of fields covered.

List of Resources

938. AAHE Bulletin
American Association for Higher Education
One Dupont Circle, N.W., Suite 730
Washington, D.C. 20036
202/293-6440

"A monthly bulletin containing articles on the administration of institutions of higher education, curriculum development, innovative programs, professional development, and policy issues. Information on affirmative action/equal opportunity are often included."

939. AAUP Bulletin
American Association of University Professors
One Dupont Circle, N.W.
Washington, D.C. 20036
202/466-8050

"A quarterly publication which contains articles of interest to persons in the field of higher education including issues pertaining to equal employment and affirmative action."

940. ABA Banking Journal
345 Hudson Street
New York, New York 10014
212/620-7215

"Formerly called Banking Journal of the American Bankers Association, this journal features articles on management techniques, government regulations, and legislation. Affirmative action/equal employment opportunity topics are discussed in relation to the banking industry."

941. Academy of Management Journal
Graduate School of Business
Southern Methodist University
Dallas, Texas 75275
214/692-3810

"Formerly entitled the Journal of the Academy of Management, this quarterly publication included articles in the fields of administration, management, consultation, management, and organizational development broadly defined."

942. Advanced Management Journal
Society for the Advancement of Management
135 West 50th Street
New York, New York 10020
212/586-8100

"A quarterly publication focusing on articles on employee relations, career planning, employee development, women's role in management, and case histories."

943. Affirmative Action Compliance Manual for Federal Contractors
Bureau of National Affairs, Inc.
1231 25th Street, N.W.
Washington, D.C. 20037
202/452-4515

"This subscription service provides regular updates in law, regulation, and court case action related to equal employment opportunity. The manual includes copies of pertinent regulations, desk audit procedures of the Office of Federal Contract Compliance Programs (OFCCP), and other inside information."

944. Affirmative Action Newsletter (not currently being published)
126 West 119th Street
New York, New York 10026 212/864-4000

"This informative newsletter discusses current trends regarding affirmative action issues."

945. Affirmative Action Register
8356 Olive Boulevard
St. Louis, Missouri 63132
314/991-1335

"Distributed to over 55,000 female, minority, and handicapped candidate sources as well as rehabilitation centers, professional and academic organizations, and placement centers, this magazine consists of job vacancy announcements."

946. Affirmative Action Update
Resource Center for Women
445 Sherman Avenue
Palo Alto, California 94306
415/324-1710

"Contains current information and news regarding affirmative action issues and concerns."

947. Afro-Americans in New York Life and History
Afro-American Historical Association
of Niagara Frontier
P.O. Box 1663
Buffalo, New York 14222 716/883-4418

"A semi-annual publication which deals with the history and life of Afro-Americans in New York State."

948. Agenda: A Journal of Hispanic Issues
National Council of La Raza
1725 Eye Street, N.W., Second Floor
Washington, D.C. 20006
202/293-4680

"A bi-monthly journal covering broad issues such as Americans of Hispanic descent, law, legislation, news, events, and publications."

949. Ageing International
International Federation on Ageing
1909 K Street, N.W., Room 512
Washington, D.C. 20049
202/872-4885

"A quarterly publication containing news on programs and services for the elderly. Information geared to the non-medical practitioner."

950. Aging and Work
The National Council on the Aging
1828 L Street, N.W.
Washington, D.C. 20036
202/223-6250

"Formerly called Industrial Gerontology, this quarterly publication focuses on the relationship between age and work, programs, and policies impacting the middle-aged and older worker."

951. Akwesasne Notes
Mohawk Nation at Akwesasne
Rooseveltown, New York 13683
518/358-9531

"Akwesasne Notes, published five times a year, provides material on Native American books, films, news, graphics concerning the past, present, and future."

952. Alternative Higher Education
Journal of Nontraditional Studies
Human Science Press
72 Fifth Avenue
New York, New York 10011
212/243-6000

"Published quarterly, this journal emphasizes nontraditional education and examines such issues as outreach programs, continuing education, and lifelong learning."

953. Amerasia Journal
University of California at Los Angeles
Asian American Studies Center
1232 Campbell Hall
Los Angeles, California 90024
213/825-4321

"A semi-annual publication examining the experience of Asians in America in a broad context."

954. American Archives of Rehabilitation Therapy
American Association for Rehabilitation Therapy
Box 93
North Little Rock, Arkansas 72115
213/498-6838

"Published quarterly, this publication includes articles on all aspects of the field of rehabilitation."

955. American Bar Association Journal
77 South Wacker Drive
Chicago, Illinois 60606
312/621-9200

"A monthly publication containing articles pertaining to the law, its development, new legislation, court decisions, and other relevant topics especially those pertaining to equal opportunity."

956. American Corrective Therapy Journal
4910 Bayou Vista
Houston, Texas 77091
713/681-1971

"Formerly entitled Journal of the Association for Physical and Mental Rehabilitation, this bi-monthly publication focuses on articles on rehabilitation, education programs for preparation of personnel with handicaps, and corrective therapy."

957. American Economic Review
American Economic Association
University of California at Los Angeles
Los Angeles, California 90024
213/206-6872

"This quarterly publication features articles on economic policy, measurement and analysis, and research. Also included are articles relating to equal employment opportunity and affirmative action."

958. American Educational Research Journal
American Educational Research Association
1126 Sixteenth Street, N.W.
Washington, D.C. 20036
202/223-9485

"A quarterly publication focusing on any aspect of education including equal educational opportunity, role of women, and affirmative action."

959. American Education
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202
202/245-8907

"A wide range of education articles relating to federal government involvement are featured in this publication (ten issues per year)."

960. American Indian Culture and Research Journal
American Indian Studies Center
University of California
405 Hilgard Avenue
Los Angeles, California 90024
213/825-7315

"This quarterly publication, previously entitled American Indian Culture Center Journal, contains information on the past and present life and culture of the American Indians."

961. American Indian Journal
Institute for the Development of Indian Law
927 15th Street, N.W., Suite 200
Washington, D.C. 20005
202/638-2287

"A monthly publication featuring articles on Indian law, history, and related concerns. A section entitled 'Washington Report' deals with Indian legislation, summary of hearing, and regulations impacting Indians. Book reviews are also included."

962. American Indian Quarterly
A Journal for Anthropology, History and Literature
Society for American Indian Studies and Research
P.O. Box 443
Hurst, Texas 76053
817/281-3784

"A scholarly journal, published quarterly, focusing on the Indian in North America, United States, Canada, Central America, and the Caribbean. Current research, news, book reviews, and bibliography are included in each issue."

963. American Medical Women's Association Journal
962 Park Avenue
New York, New York 10028
212/737-5663

"This monthly publication contains articles on female professionals in the medical field."

964. APT Journal
National Association of Physical Therapists
P.O. Box 367
West Covina, California 91793
213/331-4066

"Previously entitled the Journal of Physical Therapeutics, this quarterly publication concerns itself with Association news, advertisements, conference news, as well as laws and legislation affecting the handicapped and fields of health."

965. American Rehabilitation
Rehabilitation Services Administration
Department of Education
330 C Street, S.W., Room 3525
Washington, D.C. 20201
202/245-8492

"A bi-monthly publication containing material on the vocational rehabilitation of handicapped individuals. Programs, counseling techniques, and delivery of services are some of the areas featured."

966. American School and University
401 North Broad Street
Philadelphia, Pennsylvania 19108
215/574-9600

"This monthly publication focuses on topics of construction and remodeling techniques, case histories, job accomplishments, interviews, facility maintenance, and business related matters as they pertain to the operation of schools, colleges, and universities."

967. American Teacher
American Federation of Teachers
11 Dupont Circle, N.W.
Washington, D.C. 20036
202/737-4430

"Published monthly (with the exception of July and August), this magazine contains a broad range of news concerning the union movement and matters of concern to teachers. Other subject fields relate to educational problems associated with minority groups and academic freedom."

968. AMICUS
National Center for the Law and Handicapped
1235 North Eddy Street
South Bend, Indiana 46617

969. Arriba Magazine
Committee for Hispanic Arts and Research
P.O. Box 12865
Austin, Texas 78711

"A monthly magazine featuring articles on Mexican American artists and their achievements. Social and cultural issues relating to Spanish Americans are also included."

970. Association Management
American Society of Association Executives
1575 Eye Street, N.W.
Washington, D.C. 20005
202/659-3333

"This monthly publication contains articles on subjects such as personnel development, government relations, promotion, and the like."

971. AWIS Newsletter
Association for Women in Science
1346 Connecticut Avenue, N.W., Suite 1122
Washington, D.C. 20036
202/833-1998

"A bi-monthly publication which serves to facilitate equal opportunity for women in science professions; conference reports, legislative and judicial decisions, and interview case materials are included."

972. AZTLAN
Chicano Studies Research Center
University of California at Los Angeles
3122 Campbell Hall, 405 Hilgard Avenue
Los Angeles, California 90024
213/825-2642

"A bi-annual international journal which contains scholarly works on Mexican Americans."

973. The Bilingual Review/La Revista Bilingue
Department of Foreign Languages and
Bilingual Studies
106 Ford Hall
Eastern Michigan University
Ypsilanti, Michigan 48197
313/487-1849

"Published three times per year, this review features articles concerning United States-Hispanic literature, linguistics, fiction, and poetry as well as topics dealing with Hispanic life in the United States."

974. Black American Literature Forum
Indiana State University
School of Education, Parsons Hall 237
Terre Haute, Indiana 47809
812/232-6311

"Previously entitled Negro American Literature Forum, this quarterly publication contains articles on Black American literature, poetry by Blacks, graphic work on Black themes, book reviews, bibliographies, and interview data."

975. Black Art
An International Quarterly
137-55 Southgate
Jamaica, New York 11413
212/276-7681

"A quarterly publication focusing on non-Western graphic and performing articles on art history dance, drama, ceramics, architecture, aesthetics, and anthropology."

975A. Black Arts Review
418 7th Street, N.W.
Washington, D.C. 20004
202/638-6048

975B. Black Business Digest
3133 North Broad Street
Philadelphia, Pennsylvania 19132

"A summary of news related to Black enterprises."

976. Black Collegian
The National Magazine of Black College Students
1240 South Broad Street
New Orleans, Louisiana 70125
504/821-5694

"A bi-monthly magazine focusing on a broad range of interests to Black students, especially job and career information. How-to news, poetry, interviews, and social commentaries are also included."

976A. Black Enterprise
Earl Graves Publishing Company
295 Madison Avenue
New York, New York 10017
212/889-8220

"A monthly with information on careers, opportunities, and outlook for entrepreneurs, and other information on Blacks in the business world."

977. Black Heritage
2166 Glencourse Lane
Reston, Virginia 22091
703/620-9293

"Previously entitled Negro Heritage, this bi-monthly publication contains information about the accomplishments of Black Americans. Biographies, sketches, inventories, and articles are included."

978. Black Law Journal
405 Hilgard Avenue
Los Angeles, California 90024
213/825-7941

"This journal includes articles on the law as it relates to Blacks and other minority groups."

978A. Black News Digest
c/o U.S. Department of Labor Information Office
Washington, D.C. 20210
202/523-7316

"A weekly summary of developments affecting Black workers, distributed free by the Department of Labor."

979. Black Perspective in Music
P.O. Drawer I
Cambria Heights, New York 11434

"A semi-annual publication on musicology and music history from a Black perspective. Information concerning Black musicians, new books, music records, interviews, and historical documents are also included for review."

980. Black Scholar
Journal of Black Studies and Research
Black World Foundation
P.O. Box 7106
San Francisco, California 94120
415/332-3130

"A bi-monthly publication which contains articles, fiction, graphics, poetry, and reviews relative to the Black community."

981. Black Sociologist
Association of Black Sociologists
Rutgers University
Box TBS
New Brunswick, New Jersey 08903
201/932-2280

"A quarterly publication which contains Association news, position papers, theoretical Black perspectives, and book reviews."

982. Black Times
Box 933
Menlo Park, California 94025
415/326-4875

"A monthly publication which aims at creating a better awareness of Black community developments and provides information on books, history, poetry, and short stories."

983. Black Women Education Network Newsletter
Center for Research on Women
Wellesley College
Wellesley, Massachusetts 92181
617/236-0320

"A newsletter focusing on special concerns of Black women particularly at the professional level."

984. Bridge
An Asian American Perspective
P.O. Box 477
New York, New York 10013
212/925-8685

"Using an Asian American perspective, this quarterly publication provides a forum for material on fiction, poetry, art, graphics photography, and articles dealing with Asian American experiences."

985. Bulletin of the Center for Children's Books
1100 East 57th Street
Chicago, Illinois 60637
312/753-3450

"A monthly publication which reviews children's books. Special attention is given to articles on racism and sexism."

986. Business Horizons
Graduate School of Business
Indiana University
Bloomin-ton, Indiana 47409
812/337-5507

"A bi-monthly publication containing a broad range of topics on business management and practices including affirmative action and equal opportunity."

987. Callaloo
A Black South Journal of Arts and Letters
University of Kentucky
Department of English
Lexington, Kentucky 40506
606/257-2614

"Callaloo, published three times a year, contains writings, visual arts, and information on the culture and life of the Black South."

987A. Catalyst Media Review
Catalyst
14 East 60th Street
New York, New York 10022 212/759-9700

A periodical which consists of reviews of audio-visual materials dealing with women and work. Annual subscriptions are available.

988. CCH Employment Practices Decision Guide
Commerce Clearing House
4025 West Peterson Avenue
Chicago, Illinois 60646
312/583-8500

"Contains monthly updates of recent court decisions regarding employment practices; updates are of excellent substantive quality."

989. CHANGE
The Magazine of Higher Education
4000 Albemarle Street, N.W.
Washington, D.C. 20016
202/362-6445

This magazine "is published eight times a year and contains significant and key issues, developments, and trends in higher education. Affirmative action and equal opportunity issues and concerns are often addressed. Book reviews are also included."

990. Chronicle of Higher Education
1333 New Hampshire Avenue, N.W.
Washington, D.C. 20036
202/828-3500

"A weekly newspaper which covers higher education news and issues. It periodically covers news regarding affirmative action and equal opportunity. Excellent job advertising section."

991. Civil Liberties Review
American Civil Liberties Union
132 West 43rd Street
New York, New York 10036
212/944-9800

"A bimonthly magazine of opinion, analysis, and debate on civil rights issues and liberties."

992. Civil Rights Research
Center for National Policy Review
Catholic University Law School
Washington, D.C. 20064
202/832-8525

"A quarterly publication containing syntheses of current social science research and its impact upon minorities and disadvantaged groups."

993. Clubwoman
General Federation of Woman's Clubs
1734 N Street, N.W.
Washington, D.C. 20036
202/347-3168

"Published September through May, Clubwoman contains information concerning Women's Clubs. The Federation is an umbrella group; circulation is 28,000. Advertising space is available."

994. College and University
Journal of the American Association of Collegiate Registrars and Admissions Officers
One Dupont Circle, N.W., Suite 330
Washington, D.C. 20036
202/293-9161

"A quarterly publication containing information on admissions, financial aid, institutional research, and other related functions among higher educational institutions."

995. The College Board Review
888 7th Avenue
New York, New York 10019
202/582-6210

"A quarterly review which serves as a forum for information exchange on such issues as admissions, book reviews, career education, financial aid, testing, nontraditional study, student recruitment, and other educational subjects of concern such as disadvantaged students."

996. College Student Personnel Abstracts
Claremont Graduate School
Claremont, California 91711
714/621-8025

"Published quarterly, these abstracts contain short summaries of articles, conference papers, books, and reports on such topics as recruitment and selection criteria in admissions; handicapped and older students; testing and measurement and career services."

997. Comment
c/o Jo Hartley
680 West 11th Street
Claremont, California 91711

"Published three times a year, Comment focuses on various aspects of the changing world of work and women. Each issue is based on a conference topic or program and includes such subjects as women's employment, foundation activities, scholarship programs, and abstracts."

998. Compensation Review
American Management Association
135 West 50th Street
New York, New York 10020
212/585-8100

"A quarterly publication addressing the practices and trends in wage and benefits administration. Of special interest are topics on equal pay, merit pay, and salaries."

999. Confrontation-Change Review
Journal of Social Applied Economics and Political Science
Economic Research Center, Inc.
1107 Lexington Avenue
Dayton, Ohio 45407
513/275-8637

"A quarterly publication of articles, fiction, poetry, and book reviews that reflect the socio-economic conditions of minority groups and Afro-Americans."

1000. CORE Magazine
Congress of Racial Equality
1916-38 Park Avenue
New York, New York 10037
212/690-3678

"A quarterly magazine which focuses on civil rights information."

1001. The Crisis
National Association for the Advancement of Colored People
1790 Broadway
New York, New York 10019
212/245-2100

"A monthly publication which publishes articles on civil rights, problems, and accomplishments of Black people and other minority groups, and the status of national and international race relations."

1002. Daily Labor Report
Bureau of National Affairs, Inc.
1231 25th Street
Washington, D.C. 20037
202/452-4515

"A daily newsletter of pertinent labor activities, including EEO-related activities and topics. Topics include analysis of latest legislative and executive orders, summary reports, and analysis of EEO-related court cases and texts of both."

1003. De Colores
Journal of Emerging Raza Philosophies
P.O. Box 7264
Albuquerque, New Mexico 87194
505/242-2839

"A quarterly publication which covers the entire spectrum of Chicano experiences--thought, fiction, poetry, essays, art--written by Mexican Americans.

1003A. Dollars and Sense Magazine
840 East 87th Street, Suite 202
Chicago, Illinois 60019
312/994-3004

"A practically-oriented publication designed to help minorities obtain financial resources for college study, business careers, etc. It also contains some general articles."

1004. Ebony
Johnson Publishing Company, Inc.
820 South Michigan Avenue
Chicago, Illinois 60605
312/322-9200

"A complete illustrated history of Black people in America."

1005. Educational Record
American Council on Education
One Dupont Circle, Suite 25
Washington, D.C. 20036
202/833-4784

"Published quarterly, this journal contains articles and information on admissions, equal opportunity, federal relations, tenure, and promotion."

1006. EEO For State and Local Government
Intergovernmental Personnel Program
U.S. Office of Personnel Management
Washington, D.C. 20415
202/655-4000

"This quarterly newsletter provides helpful guidance on specific areas including upward mobility; EEO and merit principles; establishing a women's program, statistical tools for affirmative action planning, tips on recruiting Hispanic Americans; hiring the handicapped and establishing policy for maternity purposes."

1007. The EEO Report
Institute of Management
Old Saybrook, Connecticut 06475
203/388-5723

"A monthly newsletter that contains information on fair employment regulations, case materials, and court decisions."

1008. The EEO Review
Executive Enterprises Publications Company, Inc.
33 West 60th Street
New York, New York 10023
212/489-2678

"A monthly newsletter aimed at helping practitioners with practical EEO problems. Feature articles on a variety of topics, 'how to' information, and laws and regulations are included in the newsletter."

1009. EEO Today
Executive Enterprises Publications Company, Inc.
33 West 60th Street
New York, New York 10023
212/489-2678

"A quarterly publication designed to provide practical EEO experience and 'how to' information between practitioners and professionals in the field. Articles written by EEO practitioners on problem-solving situations and experiences are included."

1010. Employee Relations Bulletin
24 Rope Ferry Road
Waterford, Connecticut 06386
203/442-4365

"Published semi-monthly, this bulletin focuses on events occurring in the field of personnel. Management training, career development, counseling, affirmative action, compensation, grievance handling, seminar and training workshops, human relations techniques, award systems, appraisal programs are some of the topics addressed."

1011. Employee Relations Law Journal
Executive Enterprises Publications Company, Inc.
330 West 60th Street
New York, New York 10023
212/489-2678

"A quarterly journal dealing with legal issues pertaining to equal employment opportunity, pay and benefits policies, labor relations and more."

1012. Employer's Attitudes Towards Affirmative Action
Barnhill-Hayes, Inc.
788 North Jefferson Street
Milwaukee, Wisconsin 53207
414/276-4554

"One component of this annual report is an assessment of EEO/AA emphasis given in the annual reports of the Fortune 1000 companies."

1012A. Employment Practices Guide
Commerce Clearing House
4025 West Peterson Street
Chicago, Illinois 60646
312/583-8500

1013. Employment and Training Reporter
Bureau of National Affairs, Inc.
1231 25th Street, N.W.
Washington, D.C. 20037
202/452-4515

"Weekly reports focusing on a wide range of activities including news and information in the employment/training field, case studies, special reports, and laws and regulations."

1014. Employment Discrimination Adviser
2445 One Main Place
Dallas, Texas 75250

1015. Employment Discrimination Digest
P.O. Box 887
Montgomery, Alabama 36102

1016. Equal Employer
Federal Publications
1120 20th Street, N.W.
Washington, D.C. 20036
202/337-7000

1017. Equal Employment Compliance Update
Callaghan and Company
3201 Old Glenview
Wilmette, Illinois 60091
312-256-7000

"Each issue features several recent court cases which are analyzed and discussed in great detail. A recent feature is a preview of major court cases accepted by the U.S. Supreme Court for review."

1018. The Equal Employment News
P.O. Box 360
Brookline, Massachusetts 02146
617/232-0066

"Formerly entitled Womenpower, this monthly published digest contains information on new EEO developments and trends. Also included is news of specialized interests such as academia, business and industry, city and county government, state and federal government."

1019. Equal Employment Opportunity Commission Newsletter
U.S. Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506
202/634-7040

1019A. Equal Opportunity
44 Broadway
Greenlawn, New York 11740
515/261-8899

"Directed at college students, this publication combines occupational information with data on financial aid and other items to aid career advancement."

1020. Equal Opportunity Current News
U.S. Department of Defense
Washington, D.C. 20301
202/595-6700

This is a compilation of articles on equal employment distributed within the Department of Defense. While not available to the general public, it should be of special interest to EEO/AA officers in Defense agencies.

1021. Equal Opportunity Forum
1201 West Washington Boulevard
Venice, California 90291
213/399-9355

"A monthly magazine combining stories on career opportunities for minorities, news affecting the legal status of equal employment, and classified ads announcing vacancies."

1022. Equal Opportunity in Federal Employment
U.S. Office of Personnel Management
Office of Public Affairs
1900 E Street, N.W.
Washington, D.C. 20415
202/655-4000

1023. Equal Opportunity in Higher Education
Capitol Publications, Inc.
2430 Pennsylvania Avenue, N.W.
Washington, D.C. 20037
202/402-1600

"A bi-weekly newsletter on Title IX and civil rights compliance."

1023A. Equal Opportunity Review
ERIC Clearinghouse on Urban Education
Teachers College, Columbia University
New York, New York 10027
212/678-3000

"This periodical summarizes information available on school desegregation, minority education, and other issues related to affirmative action. It is designed to guide users to information sources in this area."

1024. Equal Times
235 Park Square Building
Boston, Massachusetts 02116
617/426-1981

"A periodical containing news of special interest to women with useful citations of events, particularly in the Boston area."

1025. The Executive Report
330 West 58th Street
New York, New York 10019
212/265-4647

"A twice-monthly report containing interviews with successful Black and minority group executives, EEO/AA trends and analysis, skill development information, and research statistics."

1026. Explorations in Ethnic Studies
California Polytechnic University
3801 West Temple Avenue
Pomona, California 91768
714/598-4742

"Published semi-annually, this journal contains studies on ethnicity ethnic groups, intergroup relations, and the cultural life of minority groups."

1027. Fact Book on Higher Education
American Council on Education
One Dupont Circle, N.W.
Washington, D.C. 20036
202/833-4784

"The Fourth Quarter Edition of this fact book shows earned degrees by race and sex as well as enrollment data by race and sex; quarterly trend data: 1947-81."

1028. Facts About Women's Higher Education
Women's Equity Action League
Educational and Legal Defense Fund
805 15th Street, N.W.
Washington, D.C. 20005
202/638-4560

"Contains data on student enrollments, faculty salaries, and the employment status of women on campus."

1029. Fair Employment Compliance
Management Resources
115 East 56th Street
New York, New York 1022
212/935-4800

1030. Fair Employment Guidelines
Bureau of Business Practice
24 Rope Ferry Road
Waterford, Connecticut 06386
203/442-4365

"Each issue contains and features one topic related to various fair employment practices."

1029A. Fair Employment Digest
American Society for Personnel Administration
30 Park Avenue
Berea, Ohio 44047
216/826-4790

"One of a series of publications distributed to ASPA members, this quarterly periodical emphasizes legal decisions affecting equal employment."

1031. Fair Employment Practices
Bureau of National Affairs, Inc.
1231 25th Street, N.W.
Washington, D.C. 20037
202/452-4515

"A bi-weekly publication discussing court cases. It provides a brief description of a case, the decision, and ramifications."

1032. Fair Employment Report
P.O. Box 1067, Blair Station
Silver Spring, Maryland 20910
301/587-6300

"A bi-weekly newsletter which covers key developments in equal employment practices."

1033. The Federal Education Project
Lawyer's Committee for Civil Rights Under Law
733 Fifteenth Street, N.W., Suite 520
Washington, D.C. 20005
202/628-6700

"A newsletter concerning the Federal Education Project."

1034. Federal Regulations of the Employment Practices of Colleges and Universities
National Association of Colleges and University Business Officers
One Dupont Circle, N.W.
Washington, D.C. 20036
202/861-2500

"Updated annually, this guide provides an interpretation of federal regulations affecting personnel administration on campus. Looseleaf notebook format with a separate index tab for each regulation. Brief, concise distillation of regulations."

1035. Feminist Studies
University of Maryland
Women's Studies Program
College Park, Maryland 20742
301/454-2363

"A quarterly publication which covers critical writings on feminist theory and consciousness."

1036. First World
First World Foundation
1580 Avon Avenue, S.W.
Atlanta, Georgia 30311
404/752-7511

"A quarterly journal which publishes information on all fields related to Black life, history, and culture."

1037. Freedom Ways
Freedom Movement
799 Broadway
New York, New York 10003
212/477-3985

"This review, published quarterly, deals with major issues impacting Afro-Americans and areas such as Black literature and culture."

1038. Frontiers: A Journal of Women's Studies
University of Colorado
Women's Studies
Boulder, Colorado 80309
303/492-5065

"This journal, published three times a year, focuses on articles dealing with women's issues, creative works, reviews, lectures, and essays."

1039. Handicapped Requirements Handbook
Federal Programs Advisory Service
2120 L Street, N.W., Suite 210
Washington, D.C. 20037
202/872-1766

"Consists of monthly supplements concerning requirements for the handicapped."

1040. Harvard Business Review
Soldiers Field
Boston, Massachusetts 02163
617/495-6800

"Published bi-monthly, this review contains a wide range of topics including labor and human relations, organizational development, and personnel administration."

1041. Harvard Civil Rights-Civil Liberties Law Review
Langdell Hall, Harvard Law School
Cambridge, Massachusetts 02138
617/495-4500

"Published three times a year, this review focuses on civil rights, civil liberties, employment, and education as well as a number of other topics."

1042. Harvard Educational Review
Longfellow Hall, 13 Appian Way
Cambridge, Massachusetts 02138
617/495-3432

"A quarterly publication providing a forum on vital issues in educational practice, policy, and theory. Equal educational opportunity is often addressed."

1043. Heresies
Box 766, Canal Street Station
New York, New York 10013
212/431-9060

"A quarterly publication which presents a feminist perspective of art and politics."

1044. Hispania
American Association of Teachers of Spanish and Portuguese, Inc.
Department of Modern Languages
Holy Cross College
Worcester, Massachusetts 01610
617/793-2011

"A journal devoted to the interests of the teaching of Spanish and Portuguese."

1045. Hispanic American Arts
P.O. Box 1496, Grand Central Station
New York, New York 10163
212/988-6957

"A bi-monthly publication which covers all areas of Hispanic American art."

1045A. Hispanic Business
P.O. Box 6757
Santa Barbara, California 93111
805/964-9041

"A monthly stressing career news to aid Hispanic peoples."

1045B. Hispanic News Digest (Noticias de la Esmana)
U.S. Department of Labor
Information Office
Washington, D.C. 20210
202/523-7316

"A weekly summary of developments affecting Hispanic workers, distributed free by the Department of Labor."

1046. Hispanic Review
University of Pennsylvania
Romance Languages Department
Philadelphia, Pennsylvania 19104
215/254-5000

"A quarterly journal devoted to research in the Hispanic languages and literature."

1047. Human Relations
Plenum Publishing Corporation
227 West 17th Street
New York, New York 10011
212/255-0713

"Published monthly, this journal aims to present papers on social science research including group dynamics and problems in sociology and psychology."

1048. Human Resource Management
University of Michigan
Ann Arbor, Michigan 48109
313/763-0121

"Previously entitled Management of Personnel Quarterly, this quarterly publication considers articles on organizational behavior, business/government relations, career strategies, compensation, employee benefits, equal opportunity policies, job enrichment and satisfaction, and management development."

1049. Human Rights
American Bar Association
1155 East 60th Street
Chicago, Illinois 60637
312/493-0533

"Published three times a year, this publication is devoted to articles, comments, reports, speeches, and symposia on the human rights and responsibilities of individuals."

1050. Ideologies and Literature
A Journal of Hispanic and Luso-Brazilian Literatures
University of Minnesota
Department of Spanish and Portuguese
Folwell 4, 9 Pleasant Street, S.E.
Minneapolis, Minnesota 55455
612/373-7975

"This journal, published five times a year, consists of essays, articles on critical issues, review discussions, and theoretical section on Hispanic ideologies and literature."

1051. Index of Media Report to Women
Women's Institute for Freedom of the Press
3306 Ross Place, N.W.
Washington, D.C. 20008
202/966-7783

"A monthly newsletter focusing on the progress of women's media at the national and international levels."

1051A. Indian Affairs
Association of American Indian Affairs
432 Park Avenue South
New York, New York 10016
212/682-6726

1052. Indian Truth
The Indian Rights Association
1505 Race Street, Room 908
Philadelphia, Pennsylvania 19102
215/563-8349

"Issues, published four times a year, contain news and articles pertaining to The Indian Rights Association and Native Americans."

1053. Industrial Relations: A Journal of Economy and Society
Institute of Industrial Relations
University of California
Berkeley, California 94720
415/642-5452

"Published three times per year, Industrial Relations features topics on employment, organizational psychology, training and development."

1054. Industrial Relations Law Journal
University of California
Boalt Hall, Room 1
Berkeley, California 94720
415/642-5003

"A quarterly publication which addresses issues of employment discrimination, affirmative action, book reviews, and industrial relations."

1055. Inequality in Education
Gutman Library
6 Appian Way
Cambridge, Massachusetts 02138
617/495-4666

"Assesses the legal implications of educational policies as they affect equality of educational opportunity."

1056. Integrateducation
Center for Equal Education
University of Massachusetts
Amherst, Massachusetts 01003
413/545-0327

"A bi-monthly publication concerned with the education of minorities as it pertains to methods of teaching, curriculum administration, research, biographical notes, and history."

1057. International Rehabilitation Review
432 Park Avenue South
New York, New York 10016
212/679-6520

"A quarterly review consisting of information regarding trends and developments in the field of disability prevention and rehabilitation of individuals with mental and physical handicaps."

1057A. Journal of Afro-American Issues
1629 K Street, N.W.
Washington, D.C. 20006

1058. Journal of American Indian Education
Center for Indian Education
Arizona State University
College of Education
Tempe, Arizona 85281
602/965-6292

"Published three times a year, this journal presents issues which focus on American Indian education and Indian affairs."

1059. Journal of Black Studies
Sage Publications, Inc.
275 South Beverly Drive
Beverly Hills, California 90212
213/274-2423

"This quarterly publication covers a broad range of topics relating to persons of African descent."

1060. Journal of College Placement
College Placement Council
P.O. Box 2263
Bethlehem, Pennsylvania 18001
215/868-1421

"A quarterly publication focusing on career counseling and placement of college graduates and their employment in industry, business and government. Practices, statistics, and career field profiles are included."

1061. Journal of College Student Personnel
American Personnel and Guidance Association
2 Skyline Place, Suite 400
5203 Leesburg Pike
Falls Church, Virginia 22041
703/820-4700

"A bi-monthly publication dealing with ways in which student personnel services can be improved and other professional interests, such as placement and career counseling."

1062. Journal of Educational Equity and Leadership
29 West Woodruff Avenue
Columbus, Ohio 43210
614/422-2564

"Previously entitled Emergent Leadership, this publication highlights equity as it relates to women, American Indians, Asian Americans, Blacks, Hispanics, and other populations."

1063. Journal of Employment Counseling
2 Skyline Place, Suite 400
5203 Leesburg Pike
Falls Church, Virginia 22041
703/820-4700

"A quarterly publication examining occupational trends, education, training, career development, and human resources."

1064. Journal of Higher Education
Ohio State University Press
2070 Neil Avenue
Columbus, Ohio 43210
614/422-6930

"A bi-monthly publication devoted to policy issues in administration, organizational development, and other topics, some of which pertain to affirmative action and equal opportunity."

1065. Journal of Human Resources: Education, Manpower and Welfare Policies
University of Wisconsin
4315 Social Science Building
Madison, Wisconsin 53706
608/262-4867

"A quarterly publication that provides a forum for examining the role of education and training in facilitating skills, employment opportunities, as well as such subjects on employment discrimination, vocational and occupational training, earnings, and labor supply."

1066. Journal of the National Association for Women Deans, Administrators and Counselors
1625 Eye Street, N.W., Suite 624-A
Washington, D.C. 20006
202/659-9330

"A quarterly publication containing articles of special interest to women."

1067. Journal of Negro History
Association for the Study of Afro-American Life and History
1401 14th Street, N.W.
Washington, D.C. 20005
202/667-2822

"A quarterly periodical which deals with the history of Blacks at the national and international levels."

1068. Journal of Rehabilitation
National Rehabilitation Association
633 South Washington Street
Alexandria, Virginia 22314
703/836-0850

"A quarterly publication focusing on job placement, job stability legislation, counseling, occupational therapy, and other relevant topics."

1069. Journal of Student Financial Aid
National Association of Student Financial Aid Administrators
910 17th Street, N.W.
Washington, D.C. 20006
202/785-0453

"Published three times a year, this journal features articles on all aspects of student financial assistance."

1070. Journal of the College and University Personnel Association
11 Dupont Circle, N.W., Suite 120
Washington, D.C. 20036
202/462-1038

"A quarterly publication examining subjects including personnel administration, management and leadership development, faculty and staff development, legislation, tenure and retrenchment, women and minorities, and interview procedures."

1071. Labor Today
A Monthly Journal and Independent Forum for Organized Labor
343 South Dearborn Street, Room 600
Chicago, Illinois 60604
312/922-5560

"A monthly journal focusing on such topics as women and minority workers."

1071A. Ladycom Magazine
1800 M Street, N.W.
Washington, D.C. 20036
202/872-0960

"A periodical directed to the half-million women affiliated with the Armed Forces."

1072. La Mesa Redonda (publication suspended 1981)
Spanish Speaking Program (See 1123A)
U.S. Office of Personnel Administration
Washington, D.C. 20415

1073. La Red/The Net
National Chicano Research Network
Institute for Social Research
The University of Michigan
426 Thompson Street, P.O. Box 1248
Ann Arbor, Michigan 48105
313/764-1817

"A monthly publication concerned with a wide range of issues, including employment affecting Chicanos and social science research studies."

1074. Management Review
American Management Association
135 West 50th Street
New York, New York 10020
212/586-8100

"Contains a broad range of articles on management techniques, trends and practices, as well as personnel development and compensation information."

1074A. Manpower Information Service Bulletin
Bureau of National Affairs
1231 25th Street, N.W.
Washington, D.C. 20037
202/452-4200

1075. The Masterkey
Southwest Museum, Highland Park
Los Angeles, California 90042
213/221-2163

"A quarterly publication which focuses on the history, ethnology, archaeology, arts, and the like of the American Indians."

1076. Minority Business Information Newsletter
Minority Business Information Institute
295 Madison Avenue
New York, New York 10017

(Closed in 1981.)

1076A. Minority Business Today
U.S. Department of Commerce
Washington, D.C. 20230
202/377-2000

"A monthly summary of news to aid minority business development."

1077. Minority Higher Education Reports
6069 Arlington Boulevard
Falls Church, Virginia 22044

1078. Minority Voices
Pennsylvania State University
101 Walnut Building
University Park, Pennsylvania 16802
814/865-1779

"A semi-annual publication of articles dealing with the arts as they relate to members of minority groups including African Americans, Native Americans, Chicanos, and Puerto Ricans."

1079. Monthly Labor Review
U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212
202/523-1327

"A monthly publication containing research, analysis, statistics on wages, employment, industrial relations, the labor force, and book reviews."

1080. National Forum
Phi Kappa Phi Journal
Box 19420A
East Tennessee State University
Johnson City, Tennessee 37614
615/929-5347

"Previously entitled The Phi Kappa Phi Journal, this quarterly publication provides a forum for analysis of a variety of issues. Topics include 'Women in the Professions' (Fall 1981). Book reviews are included."

1081. Native American Philantropic News
Native American Philantropic News Service
1029 Vermont Avenue, N.W.
Washington, D.C. 20005
202/638-7066

"A periodical summary of news about Native American groups and services which might aid them."

1082. Negro Educational Review: A Journal for Discussion of Afro-American Issues
P.O. Box 2895, West Bay Annex
Jacksonville, Florida 33203
904/646-2870

"A quarterly publication dealing with Black education and experience as well as the consequences of discrimination in society today."

1082A. New Dimensions
Balch Institute for Ethnic Studies
18 South Seventh Street
Philadelphia, Pennsylvania 19106 215/925-8090

"The magazine of the Balch Institute which is concerned with the many ethnic groups that make up modern America."

1082B. New England Journal of Human Services
P.O. Box 9167
Boston, Massachusetts 02114
617/367-1231

1083. Newsletter
National Center for Collective Bargaining in Education
Baruch College
City College of New York
17 Lexington Avenue
New York, New York 10010
212/725-3131

"Details court cases involving discrimination, equal employment, and affirmative action in higher education in relation to collective bargaining."

1084. Obsidian: Black Literature in Review
Wayne State University
Department of English
Detroit, Michigan 48202
313/577-0672

"A tri-annual publication which contains articles of literature written by Blacks worldwide."

1085. On Campus With Women
Project on the Status and Education of Women
Association of American Colleges
1818 R Street, N.W.
Washington, D.C. 20009
202/387-1300

"A periodic newsletter covering legal developments affecting EEO for women and minorities in higher education. Other materials on minorities, women, EEO, and affirmative action are provided for by this organization."

1086. Paraplegia News
Paralyzed Veterans of America, Inc.
5201 North 19th Avenue, Suite 111
Phoenix, Arizona 85015
602/246-9246

"A monthly newspaper focusing on legislation, architectural barriers, research, employment education, transportation, new products, self-help tips, community action programs, and rehabilitation for handicapped persons."

1087. Peer Spective
Project on Equal Education Rights
1112 13th Street, N.W.
Washington, D.C. 20005 202/332-7337

"A quarterly newsletter focusing on developments in Congress and the Department of Education, in the courts, and in communities with respect to women and girls in schools."

1088. Personnel Administrator
American Society for Personnel Administration
30 Park Drive
Berea, Ohio 44017
216/826-4790

"Published monthly, this publication contains articles on human resource development, trends, management and training, employer-employee relations and services."

1089. Personnel Journal
866 West 18th Street
Costa Mesa, California 92627
714/646-5007

"A monthly publication relating to employment and recruiting, employee relations, training, testing, evaluation, and other employment related matters."

1090. Personnel Manager's Legal Reporter
Bureau of Law and Business
114 Manhattan
Stamford, Connecticut 06902
203/357-1921

"A monthly summary of compliance-related equal employment news."

1091. Personnel News for School Systems
Educational Service Bureau
Box 518
Ellettsville, Indiana 47429

"A monthly publication containing information nd news for public schools on such areas as EEOC guidelines, tenure, and government regulations."

1092. Perspective
The Civil Rights Quarterly
1121 Vermont Avenue, N.W.
Washington, D.C. 20425
202/254-6697

"A quarterly publication featuring articles on civil rights of minority groups--Blacks, Asian Americans, Hispanics, Indians (and Pacific Islanders), women, handicapped, and the aged. Articles on discrimination against these groups are included."

1093. Press Woman
National Federation of Press Women, Inc.
1105 Main Street, Box 99
Blue Springs, Missouri 64015
816/229-8191

"Press Women, a monthly publication, covers journalistic subjects relating to women in the professions."

1094. Psychology of Women Quarterly
Human Science Press
1721 Fifth Avenue
New York, New York 10011
212/243-6000

"A quarterly publication which includes reviews, theory, and empirical studies pertinent to women; e.g., career choice, role development, and training."

1095. Public Management Women
International City Management Association
1140 Connecticut Avenue, N.W.
Washington, D.C. 20036
202/828-3600

1096. Quest: A Feminist Quarterly
P.O. Box 8843
Washington, D.C. 20003
202/293-1347

"A quarterly publication presenting political, social, and economic analysis, feminist criticism, theoretical development, and women's history."

1096A. Race Relations in Industry
J. Parke Gibson Inc.
475 Park Avenue
New York, New York 10017
212/889-5557

"A monthly summary of information designed to aid firms employing Black professionals."

1096B. Recruiting Trends
Enterprise Publications
20 North Wacker Drive
Chicago, Illinois 60606
312/332-3571

"An excellent monthly newsletter which is a gold mine of information to aid the recruiter."

1097. Reentry
Women's Reentry Consortium
Box 83, 333 Jay Street
Brooklyn, New York 11201

"A newsletter, published quarterly, concerning programs and areas in which women are most underrepresented and where jobs exist. Update information is provided on women's reentry consortium programs."

1097A. Resources for Feminist Research
Department of Sociology
Ontario Institute for Studies in Education
252 Bloor Street West
Toronto, Ontario, Canada M5S IV6

1098. Review of Black Political Economy
Transaction Periodicals Consortium
Rutgers University
New Brunswick, New Jersey 08903
201/932-2280

"A quarterly periodical which publishes technical analysis and opinions of Black economic development."

1099. Salary and Merit
Information and Research for More Effective Compensation
Box 518
Elletsville, Indiana 47429

"A monthly publication featuring articles on sample teacher compensation, salary schedules, merit, and differentials."

1099A. Savvy Magazine
111 Eighth Avenue, Suite 1517
New York, New York 10011
212/255-0990

"A popular monthly magazine which contains information on occupations and other items of interest to women."

1100. Scientific Engineering: Technical Manpower Comments
Scientific Manpower Commission
1776 Massachusetts Avenue, N.W.
Washington, D.C. 20036 202/223-6995

"A monthly digest of current developments affecting recruitment, training, and utilization of scientific and other professional manpower information. Current data and other information on supply, sources of women and minorities in physical, social, and biological sciences, and professions and humanities data are included."

1100A. Sentinel
National Congress of American Indians
202 E Street, N.E.
Washington, D.C. 20002
202/546-1168

1101. Sexual Law Reporter
National Committee for Sexual Civil Liberties
1800 North Highland Avenue
Los Angeles, California 90028
213/464-6666

"A quarterly publication dealing with court cases, legislation, and administrative rulings."

1102. SIECUS Report
Sex Information and Education Council of the U.S.
Human Science Press
84 Fifth Avenue
New York, New York 10011
212/929-2300

"A bimonthly publication on sex information, research, workshops, bibliographies, and other information."

1103. Signs: Journal of Women in Culture and Society
Center for Research on Women
Sierra House, Stanford University
Stanford, California 94305

"A quarterly publication devoted to women's scholarships, current research, essays, historical documents, book reviews in all fields."

1104. Social Policy
33 West 42nd Street, Room 1212
New York, New York 10036
212/840-1279

"Published five times per year, this publication provides a forum for articles and papers on education, employment, and equality."

1104A. Society of Indian Psychologists Newsletter
Department of Psychology
University of Nebraska at Lincoln
Lincoln, Nebraska 68588
402/472-7211

1105. State and Local Government Review
Institute of Government
Terrell Hall
University of Georgia
Athens, Georgia 30602
404/542-2736

"Published three times a year, this publication features articles on such subjects as employee relations, equal employment compliance, and implementation."

1106. Supervision
Management of Industrial Relations and Operating Management
424 North Third Street
Burlington, Iowa 52601
319/752-5415

"A monthly publication focusing on supervision. Upgrading supervisory talents, 'how-to' information, and control of subordinates are some of the topics dealt with."

1107. Supervisory Cases and Comments in Equal Employment Opportunity
Executive Enterprises Publication, Inc.
33 West 60th Street
New York, New York 10023
212/489-2678

"A monthly publication designed for supervisory and department managers in industry, commerce, and government. Features actual cases resolved by EEOC and the courts which are relevant and have implication for supervisory and managerial personnel."

1108. SWAP
Pennsylvania State Civil Service Commission
Division of Research and Special Reports
P.O. Box 569
Harrisburg, Pennsylvania 17120
717/787-7811

"A bi-monthly personnel research information exchange newsletter with EEO emphasis. Abstracts of research, current legal reference, cases affecting selection, and testing requests for information and responses provided by participants."

1109. Tactics Newsletter
Technical Assistance Consortium to Improve College Services
2001 S Street, N.W.
Washington, D.C. 20001
202/232-7738

"A newsletter published and distributed to 150 predominantly Black colleges. Administrative placement and career offices information are included. Job information can be included in this bi-monthly newsletter."

1109A. The Ethnic Woman
1 E 125th Street
New York, New York 10027 212/534-4223

1109B. Third World Information Newsletter
c/o Wayne Osborn
637 Ross Hall, Department of History
Iowa State University
Ames, Iowa 50010
515/294-4111

1110. Training
The Magazine of Human Resources Development
731 Hennepin Avenue
Minneapolis, Minnesota 55403
612/333-0471

"Previously entitled Training in Business and Industry, this monthly publication consists of articles on training and human resources development in a number of organizations including business, industry, government, finance, trade associations, and universities."

1111. Training and Development Journal
American Society for Training and Development
600 Maryland Avenue, S.W., Suite 305
Washington, D.C. 20024
202/484-2390

"Published monthly, this journal contains information on human resources, management, development, and training."

1111A. Update
Congressional Women's Caucus
2471 Rayburn Building
Washington, D.C. 20515

1111B. Urban Review
Center for Urban Education
Agathan Publications
15 East 26th Street
New York, New York 10011
212/679-1674

1112. WCA Newsletter
Women's Caucus for Art
731 44th Avenue
San Francisco, California 94021
415/221-5125

"The Fall 1980 issue of this newsletter gives a bibliography of female artists and resources on research, teaching books, periodicals, films, video data, slides, and registries."

1113. WEAL
Women's Equity Action League
805 15th Street, N.W., Suite 822
Washington, D.C. 20005
202/638-4560

1114. Women and Literature
Department of English
Douglass College
New Brunswick, New Jersey 08903
201/932-9521

"An annual journal which covers concerns and treatment of women writers and directors."

1115. Women and Politics: A Quarterly Journal of Research and Policy Studies
Haworth Press
149 Fifth Avenue
New York, New York 10010
212/228-2800

"A quarterly publication examining the behavior, performance, and problems of women participating in politics, the impact of women on the political process, news items, and research."

1116. Women and Sports
Women's Equity Action League
805 11th Street, N.W., Suite 822
Washington, D.C. 20005
202/638-4560

"This 'In the Running' issue, part of the Sprint Project, deals with sex equity and lists names, citations, dates, and cases."

117. Women and Work
U.S. Department of Labor
Office of Information
Third Street and Constitution Avenue, N.W.
Washington, D.C. 20210
202/523-7316

"A free bulletin concerning women and the work environment."

118. Women in Action (Suspended 1982; see 1123A)
Federal Women's Program
U.S. Office of Personnel Management
Washington, D.C. 20415
202/655-4000

1119. Women in Business
9100 Ward Parkway
P.O. Box 8728
Kansas City, Missouri 64114
816/361-6621

"Published six times a year, this publication covers a broad range of fields including business relations, career guidance, and government relations."

1119A. Women in Education
1535 East Main
Ventura, California 93001

1120. Women in Libraries
c/o Michele Leber
4927 Gadsen Drive
Fairfax, Virginia 22030

"A newsletter on women in libraries, published five times a year from September to June."

1121. Women's Studies: An Interdisciplinary Journal
Queens College
City University of New York
Flushing, New York 11367
212/520-7000

"A quarterly journal which presents information on women in the fields of art, history, economics, literature, psychology, sociology, political science, anthropology, law, and the sciences."

1122. Women Today
Today News Service, Inc.
National Press Building
Washington, D.C. 20045
202/628-6999

"A newsletter citing activities of importance to women in Washington and around the country."

1123. World of Work Report
Work in America Institute, Inc.
700 White Plains Road
Scarsdale, New York 10583
914/472-9600

"Features articles on training and retraining, transition from school to work, case studies, job satisfaction, compensation, and other relevant subjects."

1123A. Spotlight on Affirmative Action Programs
U.S. Office of Personnel Management
Washington, D.C. 20415

"This publication began in 1982 and replaced La Mesa Redonda and Women in Action. Subscriptions were $18.00 a year and should be placed through the Superintendent of Documents, Washington, D.C. 20402.

CHAPTER IV: CONSULTANTS

This chapter lists consultants, trainers, and other sources of assistance in the areas of affirmative action and equal opportunity program development and evaluation, management training, information dissemination, testing, and personnel utilization. The professional services of these consultants range from the development of affirmative action programs and the evaluation of existing ones to in-service training for supervisors and employees.

Most organizations will find suitable professional services in their own district, county, or local community. Sources of professional services in affirmative action are so diverse and numerous nation-wide that an exhaustive listing of them remains elusive. This manual, therefore, presents only those individuals and organizations favorably cited by at least one affirmative action officer; that is, only consultants used by EEO/AA professionals with success.

For easy reference, the names of consultants, trainers, and organizations are presented in alphabetical order with address and telephone information. Comments made by nominating officers are highlighted in quotation marks.

As many of these firms move, change their names, or otherwise make locating them difficult, their current status may be ascertained by checking the latest edition of Consultants and Consulting Organizations Directory published by the Gale Research Company and found in major libraries.

List of Resources

1124. Affirmative Action Associates
527 Madison Avenue
New York, New York 10022
212/688-5177

"Consults in the area of equal employment program design and helps in recruiting women, minorities, and the handicapped."

1124A. Affirmative Action Services for Education
c/o Barbara Brann-Weir
104 Charles Street, Box 779
Boston, Massachusetts 02114
617/927-3325

"Offers free job referral services to minority educators who seek employment in New England public school systems. Teaching, administrative, and other educational positions are listed."

1125. Agency Consultation
The New England Institute of Family Relations, Inc.
One Granite Street
Framingham, Massachusetts 01701
617/875-1331

Agency Consultation "has a staff of AASECT certified sex educators and therapists, licensed psychologists, and clinical members who consult with agencies or groups desiring to create programs for staff training or community education."

1126. Albright, Lewis
63 Asilomar Circle
Oakland, California 94611
415/339-0428

"Professional services are provided in the area of testing."

1127. Alfonso Associates
48-50 West Hamilton Place
Jersey City, New Jersey 07303
201/792-4307

This consulting organization "specializes in training programs on how to deal with racism and sexism."

1128. American Association for Higher Education
One Dupont Circle, N.W., Suite 780
Washington, D.C. 20036
202/293-6440

The Health Resource Center of the Association "offers its resources to institutions of higher education which have questions regarding 504 Regulations and Implementation."

1129. American Council of Education
One Dupont Circle, N.W.
Washington, D.C. 20036
202/833-4762

The American Council on Education "is the major nongovernmental body in the United States concerned with postsecondary education. Its Divisions of Governmental Relations and Institutional Relations are concerned with such matters as equal opportunity; federal regulations, guidelines, and administrative policies; affirmative action programs; leadership in academic affairs, executive management development, and other current concerns. Within the Division of Institutional Relations are two important offices: The Office of Women in Higher Education, which has a National Identification Program for Advancement of Women in Higher Education Administration, and The Office of Minority Concerns. Activities include the projects Higher Education and the Handicapped and Higher Education

and the Adult Student. A free information service about higher education issues is provided by The Higher Education Policy and Administration and Library and Information Service (202/833-4690."

1130. American Seminars Institute
1700 Ugnocid Valley Road, Suite 220
Walnut Creek, California 94598
415/937-7474

The Institute "offered our organization a three-day seminar on 'Equal Employment Opportunity Compliance.' One of several EEO/AA courses designed by Executive Enterprises, Inc. for federal contractors and employers, the seminar deals with topics such as: (1) Assuring that Your Employment Program is Lawful, (2) Developing an Affirmative Action Program, (3) Employers' Strategies and Techniques in Going Through an OFCCP Compliance Review, (4) Protecting Against Charges of Age Discrimination, and (5) Affirmative Action Plans for the Handicapped and Veterans."

1131. Awareness Associates
c/o Mary Stephans Harris
P.O. Box 11422
Baltimore, Maryland 21239
301/444-5645

"Consulting services are provided in the areas of sex equity and human relations."

1132. Balanoff, Janet Park
c/o University of Central Florida
P.O. Box 25000
Orlando, Florida 32816
305/275-2348

"Ms. Balanoff provides technical assistance in EEO/AA workshop settings."

1133. Barnhill-Hays, Inc.
788 North Jefferson
Milwaukee, Wisconsin 53202
414/276-4554

This firm "offers individual and/or group services and programs concerned with affirmative action program development, human resource planning and development, management training, and training programs for women."

1134. Biddle and Associates
903 Enterprise Drive, Suite 1
Sacramento, California 95825
916/929-7670

"Authors of Special Occupational Tabulation, a computerized file of requisite skills availability data. It includes the experienced civilian labor force, employed and unemployed, for 23,000 occupational titles combined to form 426 occupational job groups. The data are available on computer printouts for total males and females by race/ethnic group (white, Black, Hispanic, Asian, American Indian, and total minority). Data can be ordered for any or all job groups for the entire United States or by state, county, SMSA, or city."

1135. Black Affairs Center for Management
Dr. Frederick Hill, President
303 West 42nd Street
New York, New York 10036
712/581-3353

"Consultants contracted to develop and conduct a Minority Leadership Development Program to first and second-level Black and Hispanic managers."

1136 Brecker and Merryman, Inc.
Richard Brecker, President
575 Madison Avenue
New York, New York 10022
212/751-7510

"Provides recruiting literature, brochures, and information."

1137. Brown Associates
65 Birch Hill Road
Belmont, Massachusetts 02178
617/489-2500

Consulting services "are provided in the areas of equal employment opportunity/affirmative action plans and the development of human resources."

1138. Bruder & Associates, Inc.
7777 Bonhomme Avenue, Suite 910
St. Louis, Missouri 63105
314/863-0165

"Development and presentation of seminars which emphasise group participation and attempt to examine attitudes and pertinent issues in a non-threatening and constructive manner. Aimed at developing support for EEO/AA efforts, these programs are tailored to meet individual organizational needs and objectives."

1138A. Burke and Associates
116 New Montgomery Street, Suite 616
San Francisco, California 94105
415/777-5082

"An executive search firm specializing in recruiting women and minorities."

1139. Business and Professional Women's Foundation
2012 Massachusetts Avenue, N.W.
Washington, D.C. 20036
202/293-1200

"Focuses on research and information pertinent to women. Its reference services include research programs, publications, regional management and training seminars, conferences, educational assistance services, and library information."

1139A. CAI Management Company
527 Madison Avenue
New York, New York 10022
212/421-7423

"A search firm in the areas of minorities and women."

1140. Change: Human Resource Development
511 Beaubien
Detroit, Michigan 48216
313/963-6561

"A consulting and training firm with a special interest in women and minority staff."

1141. Compare Share
Profile Services
P.O. Box 1588
Ann Arbor, Michigan 48106
313/994-4800

"This organization provides EEO reporting and AA plan analysis services. It also offers total human resource management programs."

1142. Curry-Williams, Maggie & Larkin, William V.
P.O. Box 1000
Portsmouth, Virginia 23705
804/398-9090

These consultants "focus on EEO/AA in institutions of higher education and on cultural/racial awareness."

1142A. David North Associates
532 Eugenie Street
Chicago, Illinois 60614
312/491-6774

"An executive recruiting firm specializing in locating minority professional employees."

1143. Deane, Mary
c/o University of New Hampshire
Durham, New Hampshire 03824
603/862-2237

"Ms. Deane has recognized expertise in developing affirmative action programs."

1144. Denner and Benjoya (Attorneys)
1 Washington Mall
Boston, Massachusetts 02110
617/742-1433

"Attorneys Denner and Benjoya provide services relating to civil rights law."

1144A. Donchian Management Services
49 East 53rd Street
New York, New York 10022
212/486-1155

"Offers training to help minorities and women with management skills."

1145. EEO Research Associates, Inc.
60 East 42nd Street
New York, New York 10165
212/682-3552

"The Human Resource Consulting Staff of EEO Research Associates specializes in the areas of affirmative action/equal employment opportunity. They provide an EEO hotline service which enables individuals to obtain answers to AA/EEO questions five days a week from experienced practitioners."

1146. EEO Services
A Division of Jagerson Associates, Inc.
501 Madison Avenue, Suite 2300
New York, New York 10016
212/725-0154

This agency "provides a broad and comprehensive range of consulting and training services pertaining to EEO audits, statistical analyses, validation, accountability, and sexual harassment."

1147. Employers EO Services, Inc.
Dr. T. Sloane Guy, President
2411 Fairway Drive
Winston-Salem, North Carolina 27103
919/723-4566

"Employers EO Services have provided consulting services since 1972 in the following areas: Training Programs, Basic Compliance Management (30 hours, 3 CEU's); Executive Orientation (3 hours), Supervisors' Training; Hands-On Charge Processing; and Affirmative Action Plan Writing and Training."

1148. Erying, Hardin Dr.
807 East South Temple
Salt Lake City, Utah 84111
801/533-5619

"Dr. Erying is a generalist consultant specializing in EEO/AA matters."

1149. Executive Enterprises, Inc.
33 West 60th Street, Third Floor
New York, New York 10023
212/489-2680

Executive Enterprises "is a professional organization whose activities include the design, marketing, and administration of management conferences, seminars, and publications. Courses include the following: (1) Equal Employment Opportunity Compliance, (2) Employee Relations Law Institute, (3) Sexual Harassment and Employee Terminations, (4) Structuring an Affirmative Action Plan, and (5) How to Use 1980 Census and Workforce Data in Personnel Programs. (See training programs for details.)"

1150. Floyd Cranfill and Associates
P.O. Box 1601
Arlington, Texas 76010
817/467-6841

"Offers workshops and consultation services pertaining to EEO and AA programs."

1151. Font & Glazer
678 Massachusetts Avenue
Cambridge, Massachusetts 02140
617/492-7920

Attorneys Font and Glazer "provide services relating to civil rights law."

1152. Furgess, Alexzena I.
2400 Center Street
Columbia, South Carolina 29201

Dr. Furgess "is an Education Equity Consultant."

1152A. Geodesic Organizational Design
554 Middle Neck Road
Great Neck, New York 11023
516/466-3231

"A consulting firm working in the areas of women and minorities."

1153. Gertner, Nancy (Attorney)
c/o Silverglate, Shapiro, and Gertner
33 Broad
Boston, Massachusetts 02210
617/723-2624

"Attorney Gertner provides services in the areas of civil rights and sex discrimination cases."

1154. Grady, Baty & Jones
4703 Valdez Drive
Des Moines, Iowa 50312
515/278-0122

"Training and management of affirmative action consulting services."

1155. Granville Corporation
1133 15th Street, N.W., Suite 1100
Washington, D.C. 20005
202/683-4550

"A 102-hour course on Planned Change. A Systems Approach to Affirmative Action. The course content was developed with the Bureau of Affirmative Action (Governor's Office, Commonwealth of Pennsylvania)."

1156. Gray, James
c/o University of Wisconsin-Madison
School of Social Work
425 Henry Hall
Madison, Wisconsin 53706
608/263-3660

"Provides training in cultural awareness, interpersonal relationships, and social dynamics."

1157. Guthrie, Claire (Attorney)
c/o American Council on Education
One Dupont Circle, N.W.
Washington, D.C. 20036
202/833-4762

"Highly regarded expertise on developing affirmative action programs."

1158. Haimes, Peter and Associates, Inc.
708 S. Washington Square
Philadelphia, Pennsylvania 19106
215/922-1617

"Conferences held once per year to review court cases, examine proposed regulations by EEOC, Department of Labor, and to offer strategies for complying with these regulations."

1159. Hamilton, Charles Associates
236 Huntington Avenue
Boston, Massachusetts 02116
617/267-0943

"Provides services in the areas of affirmative action, organizational problem solving, and people-oriented management training programs."

1160. Hammond, James A.
1500 North Dale Mabry
Tampa, Florida 33607
813/871-4771

Mr. Hammond conducts "workshops in the preparation, development, and analysis of affirmative action programs. The workshops use a participatory design with practical exercises for each step in the development of work force analysis, availability, underutilization, and goals and timetables."

1162. Hernandez, Elias M.
P.O. Box 919
Aptos, California 95003
408/688-2911

Mr. Hernandez "provides consultant services on EEO and AA matters."

1163. Hightower, Janice
Coordinator of Vocational Sex Equity
State Department of Education
Education Building
Sante Fe, New Mexico 87503
505/827-3151

"Among other things, Ms. Hightower has published a list of women in nontraditional jobs."

1164. Houston, Thomas Associates
900 River Reach Drive, Suite 501
Ft. Lauderdale, Florida 33315
305/462-5026

Mr. Houston is a "consultant in equal employment opportunity and employee relations. He deals extensively in the development of affirmative action plans. This firm also has an office in Dallas."

1165. HSE Consulting Group, Inc.
105 South Narcissus Street
Citizens Building, Suite 302
West Palm Beach, Florida 33402
305/833-7707

This group "provides excellent consulting services on all matters pertaining to EEO and AA."

1166. Human Resources, Inc.
Lester Mood, President
328 Broadmoor
Topeka, Kansas 66606
913/233-5937

"A seminar presentation designed for first-level supervisors. It is successful in demonstrating to managers unfamiliar with EEO laws how their actions could help or hurt a company in the event of an EEO complaint. The approach is unique and very well received by

a high percentage of these managers, many of whom believe that they are inundated with EEO regulations and resent it."

1167. Human Resources Management
Dr. Johnnie Miles
2704 Wellesley Court
Blacksburg, Virginia 24060
703/951-1545

Dr. Miles is "a personnel consultant."

1168. Jackson and Associates
208 West Bay Drive
Olympia, Washington 98502
206/943-6000

This organization "conducts workshops on minority retention."

1169. The Jones Group, Inc.
111 Main Street
Hasbrouck Heights, New Jersey 07604
201/288-5400

"Organization whose primary service is to serve as search consultants for human resource executives."

1170. Lee Associates
430 M Street, S.W., Suite N-2-6
Washington, D.C. 20024
202/554-4769

"Specializes in equal employment and labor relations."

1170A. Lionel M. Stevens Associates
10 Columbia Circle
New York, New York 10019
212/

"A search firm specializing in recruitment of minority and female professionals."

1171. McClain Group
32 Massapoag Avenue
North Easton, Massachusetts 02356
617/587-8556

The McClain Group offers one-day EEO/AA seminars. "This unusual series provides authoritative insights into the ways people plan and manage equal employment opportunity and affirmative action in their organizations. It introduces participants to some recent scientific research on both the science and art of management. This is then specifically correlated to the participants' responsibilities as they relate to EEO and AA. Participants delve into Neuro-Linguistic Programming (NLP) and discover it as a powerful new tool which enables them to become significantly more effective in their relationships with others. It increases participants' ability to establish rapport with individuals on both conscious and unconscious levels, to read and utilize other's non-verbal communications, and to effect change in their own or other's behavior through the use of specialized responses. The impact that these new tools provide participants is significant since they are then able to consistently structure their EEO and AA responses in a most appropriate and useful manner. It is an extraordinary experience to suddenly realize that you have within your command a powerful ability to communicate with others across all racial, ethnic, social, and sexual differences in ways never before realized. But, even more, you will have this ability forever."

1172. Martin, Boone Associates
1829 Bissell
Chicago, Illinois 60614
312/266-8867

"This organization provides affirmative action programs--including organizational development strategies, minority workshops, white male workshops, cross cultural development, and women's workshops."

1172A. Mid-Atlantic Association for Training and Consulting
1500 Massachusetts Avenue, N.W., Suite 325
Washington, D.C. 20005
202/223-0582

"A consulting firm working with educational institutions in the design of human relations programs."

1173. Miranda and Associates
4340 East-West Highway
Bethesda, Maryland 20910
301/656-8684

"A Hispanic-operated firm specializing in problems of minorities and women."

1174. Moore, Donna
c/o Montana State College
Bozeman, Montana 59717
406/994-0211

"Ms. Moore has recognized expertise in developing affirmative action programs."

1174A. MTO and Associates
409 13th Street, Suite 900
Oakland, California 94612
415/832-7100

"Works with organizations designing and implementing equal employment and multi-cultural programs."

1175. New Hampshire State House
Pat Burkush, Director
Shelia Marfield, Consultant
401 State House Annex
Concord, New Hampshire 03301
603/271-3196

Ms. Burkush and Ms. Marfield "provide general EEO/AA consulting services."

1176. New York State Office of Vocational Rehabilitation
Arnold Vasbinder, State Coordinator of Placement Services
99 Washington Avenue
Albany, New York 12234
518/474-3060

"The consulting services provided by this office include: (1) advice and technical information regarding placement, recruitment, training, retention, and promotion of qualified handicapped workers, (2) assistance with job analysis, site modification and reasonable accommodation, (3) seminars on how to deal effectively with disabled co-workers or employees, and (4) the development of on-the-job training programs."

1177. Omaha City Human Relations Department
Civic Center
1819 Farnam
Omaha, Nebraska 08102
402/777-5060

This organization assists in the "entire range of affirmative action and equal employment opportunity functions."

1178. Organizational Dimensions
14 Mica Lane
Wellesley, Massachusetts 02181
617/235-6094

Organizational Dimensions provides "consulting services in the areas of management assessment and planning; training, stress, and equal employment opportunity; and personnel practices and attitude surveys."

1179. Organization Resources Counselors, Inc.
Victoria J. Smith, President
1211 Avenue of the Americas
New York, New York 10036
212/575-7500

This organization specializes in "consulting activities in employee relations; labor relations with staff capability in equal employment opportunity, affirmative action, and related statistical areas. Excellent reputation and good services."

1180. Pennsylvania Bureau of Vocational Rehabilitation
Rehabilitation Center
Johnstown, Pennsylvania 15902
814/255-5881

"The Bureau provides a 20-hour course of instruction, discussion, and skill training in techniques of interviewing qualified handicapped job applicants. This course is available to both public and private employers."

1181. Personnel Diagnostics
P.O. Box 14081
Columbus, Ohio 43214
800/848-4435

"This organization conducts half-day briefings on the latest EEO/AA developments. Topics include: EEOC reorganization, self-audit techniques, sexual harassment, OFCCP new regulations, handicapped enforcement, shifting responsibilities between federal and state agencies, age discrimination, test cases, and personnel activities most likely to end up in investigation or suits."

1182. Pope, Ballard, Shepart & Fowle
69 West Washington Street
Chicago, Illinois 60602
312/630-4223

This law firm "provides consultant services in connection with EEO/AA law. Serves as legal counsel pertaining to all EEO/AA matters."

1183. Professional Seminar Associates, Inc.
515 Coleman Place, Executive Offices
Westfield, New Jersey 07090
201/232-2455

"Offers conferences on EEO, employee rights, sexual harassment, and other related topics."

1184. Project Equality, Inc.
Betty Thompson, Director
1442 North Farwell, Suite 210
Milwaukee, Wisconsin 53202
414/272-2642

"Supported by an interdenominational group of religious bodies, this nonprofit agency provides various kinds of consulting services. These include auditing affirmative action implementation, assistance in writing affirmative action plans, validation studies, etc. A Buyer's Guide, a listing of companies and institutions using their services, is published annually. Project Equality offices are located in several cities and are considered among the best (and least expensive) EEO/AA consulting firms."

1185. Public Law Division of Research Press
2612 North Mattis Avenue
Champaign, Illinois 61820
217/352-3273

"Offers conferences in various parts of the country on the law and educating handicapped children. These are one-day sessions about developing judicial trends and decisions by the current administration which will have an impact on education."

1186. Raffel, Norma
610 Glenn Road
University Park, Pennsylvania 16801
814/237-3462

Ms. Raffel "has experience with Title IX institutional self-evaluation."

1187. Resources for Continuing Education Managers
331 Madison Avenue
New York, New York 10017
212/490-3895

"Services include books, seminars, newsletter material, and in-house programs."

1188. Schmidt, Dolores Bacracano
Assistant Vice-Chancellor, Affirmative Action
State University of New York
State University Plaza
Albany, New York 12246
518/457-3300

Ms. Schmidt "conducts workshops, consults, and lectures on equal employment opportunity/affirmative action issues."

1189. Scholars in Transition
Drs. Mary Hayes Somers and Carl Zangerl
432 Park Avenue South, Suite 1115
New York, New York 10018
212/689/1931

"Provide services for scholars in transition and those who want something more from a career."

1190. Selected Executives, Inc.
959 Park Square Building
Boston, Massachusetts 02110
617/426-3100

This agency "has 12 years of service specializing in minority and female personnel employment services. Selected Executives West, Inc. is located in Los Angeles, California (217/385-0443)."

1190A. Sesco Management Consultants
505 Seventh Street
Bristol, Tennessee 37620
615/764-4127

"Consults in the areas of labor relations, training, and affirmative action."

1190B. Sonia Charif
30 Fifth Avenue
New York, New York 10011
212/982-0820

"Works in a variety of management consulting areas with a specific interest in affirmative action for women and minorities."

1191. S.R.O. Associates
P.O. Box 2861
San Francisco, California 94126
415/775-3101

"S.R.O. Associates is a personnel consulting firm specializing in equal employment law. They write affirmative action plans, perform personnel audits, provide statistical analysis and expert testimony in court, design personnel systems and record systems, provide in-house training to supervisors and managers, write position descriptions and selection criteria, and consult in other related areas. They encourage client participation in the work they perform in order to reduce costs to the client and to encourage the client to develop in-house expertise."

1191A. Stanton, Edwin S. & Associates
420 Lexington Avenue
New York, New York 10170
212/867-4520

"This firm is headed by a frequent consultant, lecturer, and author in the area of equal employment."

1191B. Stuart-Donathan Associates
1000 Connecticut Avenue, N.W.
Washington, D.C. 20036
202/223-4911

"Firm specializes in recruitment and training for either public or private organizations. Also helps recruit minorities."

1192. Taborn Associates, Inc.
1614 Harmon Place
Minneapolis, Minnesota 55403
612/338-9012

"This organization's services include training regarding awareness of affirmative action by helping (groups) to cognitively and emotionally be prepared to (1) de-myth affirmative action, and (2) begin to implement a program with their organizations (institutions, agencies, etc.) in human interaction."

1192A. Team Associates
1625 Eye Street, N.W., Suite 510
Washington, D.C. 20006
202/785-4966

"A management consulting and affirmative action recruitment firm."

1193. Tucker, Bob
210 Barrone Street, Suite 904
New Orleans, Louisiana 70112
504/522-4627

"Consults in the areas of affirmative action planning and minority recruitment."

1194. Vickers, Milton
2501 Coral Way
Miami, Florida 33145
305/579-4132

"Mr. Vickers, a generalist consultant, is prepared to conduct equal employment opportunity/affirmative action workshops, receive telephone inquiries or visits, and make on-site consultations."

1194A. Washington International Associates
6826 Dean Drive
McLean, Virginia 22101
703/821-1576

"A recruiting service helping organizations employ minorities and women."

1195. Wheeler, Helen R.
Counselor/Consultant
2701 Durant Avenue
Berkeley, California 94704
415/549-2970

"Dr. Wheeler is a consultant (and counselor) in academe. She speaks Spanish (English is her 'first language') and has strengths in gender-related areas: employment and education as concomitants."

1196. William Karp Consulting Company, Inc.
Belle Allen, President
909 North Michigan Avenue
Chicago, Illinois 60611
312/642-3452

This organization "is a national, multidisciplinary firm providing problem-solving consulting and research services in the management of human resources, equal employment opportunity and affirmative action, personnel systems, training, employee/labor relations, and organizational development since 1952."

1197. Women's Enterprises of Boston
793 Boylston Street
Boston, Massachusetts 02116
617/266-2243

"Offers services in the following areas: skill training programs and publications, consultation and program development; Project Access to Careers in Technology--careers in technical occupations, and the Service Center for Women."

1198. The Women's Information Exchange
1195 Valencia Street
San Francisco, California 94110
415/824-6800

"This organization provides a service called 'The National Women's Mailing List,' which is a computerized data bank of individuals and women's groups. Information can be obtained on women's culture, sports, legal and political issues, health, education, violence, and work. Excellent resource."

1199. Women's Re-entry Consortium
Eden Graber
Box 83, 333 Jay Street
Brooklyn, New York 11201

"This consortium is designed for women seeking reentry programs at the baccalaureate or post-baccalaureate levels. The organization has a network of institutions with reentry programs which have a complete spectrum of services including recruitment, counseling and scholarships, internships, job placement, relocation assistance, and educational programs. The Consortium operates from three regional locations in New York, Ohio, and California."

1200. Women's Sports Foundation
195 Moulton Street
San Francisco, California 94123
415/563-6266
800/652-1455 (California)

"A toll-free number sponsored by the Women's Sports Foundation provides information, contacts, and referrals in all areas of women's sports. The Foundation seeks to promote female involvement in sports and greater opportunity for women at every level of sports. Excellent resource for concerned individuals, editors, researchers, media representatives, athletes, coaches, and journalists."

CHAPTER V: FILMS AND CASSETTES

The successful and effective affirmative action program is directly related to the process of employee and management training. It is incumbent upon the affirmative action practitioner to develop, implement, and assess the outcomes of existing programs and further enhance the organization's goals and commitment to affirmative action and equal opportunity. This chapter lists films and cassettes which facilitate that process in a varied number of work environments.

These non-printed resources often illustrate, more poignantly, what it means to be handicapped, discriminated against, and different; thereby, sensitizing viewers to the obstacles, problems, and conflicts encountered by certain groups.

As in the previous chapters, this section covers a broad range of topics and, accordingly, presents them in an alphabetical arrangement by title. Salient background information on films and/or cassette entries is provided along with an annotated description of the resource.

A list of film and cassette publishers and distributors may be found at the end of the chapter including address and telephone information.

List of Resources

1201. "Access"
Polymorph Films, Inc.
Color 1978 23 minutes

"'Access' examines the lives of two handicapped persons, Mildred and Roy. While in a wheelchair, Mildred raised three children and is shown currently pursuing a new career while Roy, a mechanical engineer, suffered a crippling nerve disease and is shown returning to work after two and a half years. The personal experiences of Mildred and Roy are organized into a guide for a better understanding of the needs of handicapped persons, the ways their personal and physical environments need to be restructured, and how non-handicapped persons can more comfortably work with them."

1202. "An Equal Chance"
Council on Interracial Books for Children
Color

"A sound-color filmstrip in cartoon style on historical and current barriers to race and sex equality. Supportive lesson plans are included."

1203. "Are People All the Same?"
Pyramid
Color 1977 9 minutes

"This film or videocassette is part of the six-film series entitled 'Who are We?' that was produced for the New York State Education Department's television program, Vegetable Soup. 'Are People All the Same?' shows children the meaning of race and the uniqueness of each individual through live action and animation."

1204. "Beware of the Boss: Sexual Harassment on the Job"
National Public Radio
Color 1982 29 minutes

"Part of the Horizons Series, 'Beware of the Boss' is a film about sexual harassment and what can be done about it. Through candid interviews with women of all occupations--lawyers, psychologists, and members of women's occupations--the financial and psychological pressures of sexual harassment are examined and discussed."

1205. "Beyond Black and White"
University of Michigan Media
Color 1975 32 minutes

"Narrated by Eddie Albert, 'Beyond Black and White' portrays the psychological, sociological, and historical origins of prejudice against women and minorities. Dramatic vignettes are used to show problem areas, sensitivities, and realistic answers. This film helps to improve supervisor-employee relations and eliminate complaints regarding an employee's rights under EEO and AA law."

1206. "Bias - A 4 Letter Word"
University of Illinois Film Center
Color 1976 23 minutes

"This film demonstrates how we are all biased in some way; subtle influences help shape our opinions and attitudes toward other persons. Media, familial influences, language, religion, and environment are factors which are discussed and explored in this film. Suggestions are offered for ending bias and a challenge to the viewer to discover biases not explored in this film are presented."

1207. "Bill Cosby on Prejudice"
Pyramid
Color 1971 24 minutes

"This film and/or video cassette by Bill Cosby initiates serious thought and discussion that leads to an honest examination of attitudes and values concerning bigotry and prejudice."

1208. "Bill of Rights in Action: Equal Opportunity"
University of Michigan Media
Color 1970 22 minutes

"This film presents a case of a Black factory employee who has been promoted over his white colleague who has greater seniority. Company

management feels that it must have Blacks in supervisory positions in order to make up for past discrimination. A complaint is made by the white employee who charges that he is the one being discriminated against by management. The case is put before an arbitrator and the viewers are asked to decide the issue."

1209. "The Black Athlete"
Pyramid
Color 1980 26 minutes

"'The Black Athlete,' both a film and videocassette, examines the changing role of Blacks in sports. Historic footage of early Black athletes is featured as well as interviews with current prominent Black athletes and coaches."

1210. "Black and White: Unless We Learn to Live Together"
University of Illinois Film Center
Color 1973 16 minutes

"An illustration of two men who attempt to bring about racial understanding and reform. The film portrays a white activist who moves his family into a Black neighborhood in New York City and establishes an integrated commune while the Black minister refurbishes old apartments and makes them available to Black rentors. The narrator, Leonard Nimoy, asks viewers to discuss their solutions to racial tension and problems of race relations."

1211. "The Black Elderly"
National Public Radio
Color 20 minutes

"Examines the economic, social, and psychological pressures felt by minorities, especially the Black elderly. Interviews with three elderly Black Americans are conducted and discussions of their development, families, and careers are presented. Personal experiences with segregation are highlighted for this group who have the status as a 'double minority.'"

1212. "Black History"
National Public Radio
Color 59 minutes

"The changing identities of Black authors and musicians are explored in this film and demonstrate how their work reflects these changes. Among those interviewed are Tracy Wellington, poet; Robert Hemenway, author; Eldridge Cleaver, author; the Drifters, singing group; Norma Jean Darden, author; T. G. Cooper, author; Dexter Gordon, tenor sax player; and Kath Walker, poet."

1213. "Black Latinos: A Double Minority"
National Publoc Radio
Color 29 minutes

"A documentary showing how Black Latinos face a special kind of discrimination due to their status as a double minority. These special problems are highlighted through interviews with a number of Black Latinos as well as an interview with Congresswoman Shirley Chisholm (D-NY), member of the National Black/Hispanic Democratic Coalition."

1214. "Black Press: Viable, Reliable or Dead?"
National Public Radio
Color 29 minutes

"This film examines the status of the Black press from its origins to the present day. The changing role of the Black press is revealed through interviews with Black editors, publishers, writers, and historians."

1215. "The Black Women"
University of Illinois Film Center
Black/white 1970 51 minutes

"Interviews with Nikki Giovanni, poet; Lena Horne, singer; Verta Mae Grosvenor, author; Marian Watson, TV producer; Bibi Amina Baraka, Jean Fairfax, and other Black women are used to show the role and problems of Black women in America today."

1216. "Black Women in the Women's Movement"
National Public Radio
Color 20 minutes

"This film explores the involvement of Black women in the women's movement which has been characterized as white, middle class. Interviews with Angela Davis, social activist; Maya Angelou, writer; and Margaret Sloan, founder of the Black Feminist Organization are conducted in order to demonstrate the role of Black women in this movement."

1217. "Career Development: A Plan for All Seasons"
University of Illinois Film Center
Color 1978 27 minutes

"'Career Development' examines the benefits of a career development program. Some of the major benefits of career development training are illustrated: greater productivity, higher morale and motivation, and reduced employee turnover."

1218. "Careers in the Office: Getting a Promotion"
University of Illinois Film Center
Color 1971 14 minutes

"Portrays some of the things an employee may do to get a better job during his/her first year as an office worker in a number of diverse fields. Promotion possibilities and the qualities needed to get ahead, including ability, ambition, and persistence are reviewed."

1219. "Careers in Engineering"
University of Illinois Film Center
Color 1964 14 minutes

"Considers career specializations in chemical, civil, electrical, and mechanical engineering and requirements necessary for a successful career in the engineering field. Training, aptitudes, and interests are reviewed."

1220. "Careers: Opportunities for Training"
University of Illinois Film Center
Color 1973 16 minutes

"This film depicts viable alternatives to college training including regional occupational centers, trade colleges, Armed Forces training schools, and factory trade schools. Interviews with young persons who have availed themselves of these opportunities are presented along with other aspects of their training and work."

1221. "Career Planning Program"
U.S. Geological Survey Center
30 minutes

"A 30-minute slide show by the Women Geoscientists Committee of the American Geological Institute. A text on career possibilities in academic institutions, government, and industry accompanies the slide presentation."

1222. "Chicana Feminism"
National Public Radio
Color 29 minutes

"Produced by Gabriela Castelan, this film examines Mexican-American women as a minority within a minority, their participation in the political and economic processes, and Chicana feminism with other types of feminism."

1223. "Childcare Shapes the Future: Anti-Racist Strategies"
Council on Interracial Books for Children
Color

"The first part of a two sound-color filmstrip on racism presents topics relating to racism and its affects on children of other cultures in the United States. Part two offers specific strategies to help children become 'consciously' anti-racist and proud of their heritage. Reading materials are included."

1224. "Childcare Shapes the Future: Anti-Sexist Strategies"
Council on Interracial Books for Children
Color

"The first part of two sound-color filmstrip on sexism discusses how children fit into societal sex roles. Part two offers ten strategies for anti-sexist child care. Reading materials are provided."

1225. "Civil Rights for the Handicapped"
National Public Radio
Color 59 minutes

"This film examines the effectiveness of Sections 503 and 504 of the 1973 Rehabilitation Act by evaluating the attitudes, compliance, training of advocates, enforcement, and budget restrictions."

1226. "The Confidence Game"
Educational Resources Foundation

"A three-part film program for company personnel assigned to enhance personal and professional growth through assertiveness training, team building, and communication. The relationship of organizational success to individual gorwth is emphasized."

1227. "Connections I"
Employers EO Services, Inc.
1981 21 minutes

"This video-tape is a summary and overview of sources, origins, background information of Title VII , and its relevance to supervisory responsibilities and functions in hiring, promoting, and discharging processes. It has been used with success in training first-line supervisors. It gives a clear and understandable presentation of EEO and encourages open discussion by viewers. Connections II, III, IV, V, and VI are currently in production."

1228. "Differences"
University of Illinois Film Center
Color 1973 25 minutes

"'Differences' provides an intelligent view of a basic problem of differences, ethnic, fashions, and grooming. Instances of discrimination observed by members of minority groups who have achieved a high degree of education and status are examined."

1229. "A Different Approach"
Southern Bay Mayors Committee
Color 1978

"This film, featuring many Hollywood celebrities, presents a humorous but sensitive approach to the importance of providing employment opportunities to the handicapped."

1230. "Different With Dignity"
University of Illinois Film Center
Color 1974 13 minutes

"Five vignettes are used to demonstrate masculine and feminine role-playing in society today. The following questions are posed in this film: (1) To what degree are the roles 'inborn?', (2) What happens when a women or man breaks out of the gender role society expects?, and (3) What has been the effect of the 'women's liberation movement?'"

1231. "Disability: A Global Concern"
National Public Radio
Color 5 parts 29 minutes each

"A special five-part series on diability. Four perspectives are used to examine issues regarding disability; namely, prevention, disabilities in children, rehabilitation programs, and the social integration of the disabled."

1232. "Discovering the Capabilities of the Disabled"
Bureau of Occupational and Adult Education
Color 1979 29 minutes

"This film portrays how disabled persons can overcome their handicaps with patience and understanding. Employers, teachers, parents, and fellow students are shown changing their attitudes toward disabled persons as they make progress in the vocational training class and working environment."

1233. "Duke Ellington School of the Arts"
National Public Radio
29 minutes

"In this film, the viewer is shown the Duke Ellington School, its programs and classes, and some aspiring artists describe their experiences and achievements."

1234. "Education For All Children: The Challenge of the Eighties"
Research Press
Color 1982 28 minutes

"This film and/or videocassette examines traditional attitudes toward handicapped individuals, reviews legislative history which has brought about changes in those attitudes, and addresses the future of the Right to Education Movement in light of governmental actions and recent court cases."

1235. "The Elderly and Work"
National Public Radio
Color 1981 29 minutes

"'The Elderly and Work' attempts to show why elderly persons elect to continue working, how they feel about their positions, and what activity means to them. Overcoming age discrimination and senior citizens' employment programs are also discussed."

1236. "Equal Employment Opportunity/Affirmative Action--A Manager's Responsibility"
William Karp Consulting Company
1977

"This cassette provides an overview of equal employment opportunity and affirmative action laws, orders, and regulations."

1237. "Effective Supervision"
Educational Resources Foundation

"A ten-part series designed for first-line supervisors. Subjects covered include human relations, motivation, and leadership."

1238. "The E.R.A. in America"
National Public Radio
Color 29 minutes

"This film traces the development of the Equal Rights Amendment, discusses some of the major arguments, and identifies those persons who have played an instrumental role in shaping it."

1239. "Equal Rights for Women:
University of Illinois Film Center
Color 1973 20 minutes

"'Equal Rights for Women,' a special film report for industry, presents several cases of women who have filed complaints of sex discrimination in industrial settings. Some of the charges include men receive greater pay than women for the same work; seniority lists are based exclusively on the basis of sex; promotions are given to males; and women with young children are refused positions. Argues that unless a company takes a progressive stance regarding female employees, it can become the victim of expensive litigation."

1240. "Equality"
University of Illinois Film Center
Color 1976 60 minutes

"Questions posed in this film are: (1) What is 'equality'?, (2) Is there real equality of age, sex, race, ethnic origin, or economic opportunity in the United States? Interviews with nationally recognized persons and dozens of other men and women are conducted in order to answer these questions. Equal rights for women, minorities, and the elderly are addressed as well as economics, alternative lifestyles, and political beliefs."

1241. "An Evening With Frederick Douglass"
National Public Radio
59 minutes

"This film is a dramatized interview with Frederick Douglass, first Black U.S. Marshall in the District of Columbia and U.S. Ambassador to Haiti, on such issues as prejudice, women's rights, slavery, and freedom."

1242. "Everybody's Prejudiced"
University of Illinois Film Center
Black/white 1961 21 minutes

"'Everybody's Prejudiced' illustrates varying degrees of prejudice, ranging from prejudgments to highly irrational and emotional reactions. The viewer is asked to decide the point at which prejudgments must stop."

1243. "The Fable of He and She"
University of Illinois Film Center
Color 11 minutes

"The theme of this creative clay animated production is sex stereotyping."

1244. "Fifty-One Percent"
Calley Curtis Company

"This film discusses the role of working women and focuses on the quality of work available for women who make up 51 percent of the nation's population. The importance of recognizing the potential of women in the workplace by management and utilizing their potential via counseling and support are discussed."

1245. "Fighting Discrimination
Council on Interracial Books for Children
Color

"A sound-color filmstrip presenting strategies for overcoming sexism and racism for elementary and secondary students."

1246. "From Racism to Pluralism"
Council on Interracial Books for Children
18 minutes

"Part of the Racism Awareness Training Kit, this filmstrip and/or cassette focuses on institutional racism and how it can be overcome. Concepts of prejudice, racism, and pluralism are treated."

1247. "Get It Together"
Pyramid
Color 1977 20 minutes

"Noted for its many awards, this film and/or videocassette describes the incredible achievements of a handicapped man, paralyzed from the waist down, and his relationships with those around him. It is recommended for motivation, values, and human potential, rehabilitation, psychology, and counseling."

1248. "Gift of the Black Folk"
Pyramid
Color 1978 16 minutes

"Combining effective graphics and historical photgraphs, this film and/or videocassette examines the lives and accomplishments of three Black Americans: Denmark Vesey, Harriet Tubman, and Frederick Douglass."

1249. "Handicapped Children and the Schools"
National Public Radio
4-Part Series 29 minutes each

"A four-part series on handicapped children. Part I focuses on the most feared handicap--cerebral palsy; Part II on mainstreaming the handicapped; Part III features the Detroit Experience; and Part IV examines individualized educational plans."

1250. "Handicapism"
University of Illinois Film Center

"This film makes the connection between prejudice against those with disabilities and prejudice against minorities and women."

1251. "He Leadeth Me"
Pyramid
Color 1978 30 minutes

"'He Leadeth Me,' both film and/or videocassette, is about the limitations we all experience which keep us from being what we want to be. It focuses on Ken Medema, a young musician who has been blind since birth. Ken and his family show how handicaps and weaknesses can be used as positive opportunities."

1252. "Hey! What About Us?"
University of Illinois Film Center
Color 1974 14 minutes

"Describes sex role stereotyping in physical activities, education, and playground games. Scenes depict girls and boys engaged in typical opposite sex activities; for example, a girl shows competence in football while a boy shows skills in dancing. Other scenes show traditional sex-role behavior; for example, a coach tells a boy who does not like boxing to 'be a man,' while another boy states 'girls can't hit balls or win a game, except by accident.'"

1253. "Hispanic Heritage"
National Public Radio
59 minutes

"The art and culture of Hispanics is discussed by Hispanic artists themselves."

1254. "The Human Image: Masculinity/Feminity"
University of Illinois Film Center
Color 1975 16 minutes

"Questions posed in this film include 'How do we define ourselves as men and as women? How have these definitions changed in recent years?' Answers to these questions are presented along with a discussion of sex role expectations in society, the effects of sex role stereotyping in society today."

1255. "Identifying Sexism and Racism in Children's Books"
Council on Interracial Books for Children
Color 15 minutes each

"A set of two sound-color filmstrips illustrating the ways in which sexist and racist messages are transmitted to readers in books. Excellent resource on the identification of these aspects of stereotyping and aid for sensitizing persons to select books with positive role models and values."

1256. "Indian Control of Indian Education"
National Public Radio
29 minutes

"This film examines the history of Indian education in the United States and shows the new direction Native Americans have taken in the 1980's with respect to their own education."

1257. "Indian Education"
National Public Radio
4-Part Series 29 minutes each

"Examines the quality of Indian education today through a four-part series of controversial issues pertaining to Indian education, non-public Indian education, higher education for Native Americans, and problems faced by urban Indians including stereotypes, violence, and prejudice."

1258. "The Indian Reorganization Act"
National Public Radio
29 minutes

"Discusses the Indian Reorganization Act of 1934. Interviews with Native Americans on the events surrounding the statute, its implementation, and effects today are presented."

1259. "In the Company of Men"
City of Omaha, Human Relations
Black/white 52 minutes

"Examines the conflicting attitudes between so-called hard core unemployed and company foremen using the techniques of sensitivity training and role playing."

1260. "Is It OK To Be Me?"
Pyramid
Color 1977 6 minutes

"This film and/or videocassette is part of the six-film 'Who Are We?' series that was produced for the New York State Education Department's television program, Vegetable Soup. It explains to children how it feels to be a member of a minority group and what it means to be prejudiced."

1261. "It's a New Day"
South Bay Mayor's Committee
9 minutes

"A film ... celebrating new attitudes and technologies as well as life styles in the United States."

1262. "Job Discrimination: Doing Something About It"
Indiana University A-V Center
Color 1977 59 minutes

"Considers and presents several cases of sex discrimination in employment. Harriet Rabb, Assistant Dean of the Columbia University Law School, provides a detailed analysis of how to recognize, document, and combat such problems. Adverse working conditions, low-status jobs, and unequal pay for women are also examined."

1263. "Language and Literature"
National Public Radio
12-Part Series

"Of importance in this 11-part series on 'Language and Literature' are Part I: Literature of the Black Experience, Part V: Four Generations of Women Poets, and Part V: Women's Fiction.

1264. "Legal Challenges in Educating Handicapped Children"
Research Press
5-Part Series 1981 60 minutes

"This audiocassette discusses and addresses current issues in special education law, educational offerings, individualized programs for handicapped persons, and due process hearings."

1265. "Managing Equal Employment Opportunity"
Haimes Associates, Inc.
1978 60 minutes

"A one-hour taped EEO training program for managers and supervisors pertaining to the basic laws and regulations, enforcement procedures, and affirmative action."

1266. "Matina Horner: Portrait of a Person"
University of Illinois Film Center
Color 1973 16 minutes

"A film about Matina Horner, sixth president of Radcliffe College. Scenes depict her life as a professional person, the adjustments she had to make, and how she overcame what she has coined the 'fear of success' syndrome in women."

1267. "Mrs. Cop"
University of Illinois Film Center
Color 1973 17 minutes

"This film provides an argument for equal career opportunity for women by showing how attractive, intelligent women can successfully perform in the role of police sergeant, a traditional, male-dominated job. 'Mrs. Cop' is shown in the roles of housewife and law officer."

1268. "Ms. Management"
University of New Mexico

"This video-tape deals with individual 'styles' in various management circumstances. It was designed, directed, and produced by women but has beneficial implications for any employee."

1269. "Nine To Five"
University of Michigan Media Center
Color 22 minutes

"A documentary illustrating women organizing together to change the working world they live in. Among the women in the U.S. labor force, one out of three is an office worker who is struggling to change her negative image and receive respect as a skilled person. This film attempts to show some changes."

1270. "On a Par, Not a Pedestal: Women in the Corporation"
University of Illinois Film Center
Color 1977 26 minutes

"Documents happenings at Connecticut General Life Insurance Company when females asked for and got a meeting with management to air their grievances against the company. In consequence, a series of workshops on better working relationships, communication, problem solving, and the like were developed. Scenes illustrate these sessions which show men and women in discussion and an opportunity for employees to meet and work toward changing their stereotyped attitudes regarding the role of women in organizations."

1271. "One By One"
University of Michigan Media Center
Color 28 minutes

"Focuses on a middle manager and a minority employee on his staff and the racial conflict that ensues because of poor communication and misconceptions regarding minority employees. Emotional prejudice, racial backlash, special treatment of minorities, and other problems are explored and discussed."

1272. "Opportunities in Criminal Justice"
William Greaves Productions, Inc
Color 1980 30 minutes

"Career opportunities in the law enforcement and criminal justice system for women and minority persons are examined in this film. Emphasis is placed upon existing programs, salaries, benefits, and promotion within the system and persons who have made outstanding careers in this field are considred."

1272A. "Opportunity For All"
Roundtable Learning Systems

"Using case studies, this written and audio program is designed to run from four to eight hours and features everyday situations with equal employment implications. It is designed to train in fundamental understanding of pertinent EEO laws and their practical implications."

1273. "Other Women, Other Work"
University of Michigan Media Center
Color 1973 20 minutes

"Depicts women working in traditionally male fields such as a truck driver, veterinarian, pilot, carpenter, TV news person. Serves to help women achieve a new perspective on work opportunities in a traditionally male-dominated profession."

1274. "Power Vs. People"
William Greaves Productions, Inc.

"This film is a record of the hearings conducted by the Equal Employment Opportunity Commission (EEOC) in its investigation of Title VII violations by a number of America's largest corporations."

1275. "Prejudice . . . A Lesson To Forget"
University of Illinois Film Center
1973 17 minutes

"Examines the meaning of prejudice and discrimination from a number of perspectives. Creative methods are used to trace the beginnings of racial, ethnic, and religious prejudice and instances of discrimination. Cases are included."

1276. "Prejudice: Causes, Consequences, Cures"
University of Illinois Film Center
1974 23 minutes

"Analyzes prejudice as caused by 'social distance.' Processes of attitude formation and results of remedial efforts and measures are included."

1277. "The Prejudice Film"
University of Michigan Media Center
Color 29 minutes

"Examines the historical context and contemporary meaning of prejudice in our society. Patterns of racial, ethnic, and religious prejudice are explored. A series of vignettes are used to show some of the daily events, comments, and attitudes which perpetuate prejudice and discrimination, ranging from 'harmless' jokes to violence."

1278. "Preventing Sexual Harassment
Barnhill-Hayes, Inc.
1981

"This videotape is designed for employer use and can be used in workshop or seminar programs dealing with sexual harassment."

1279. "Productivity and the Self Fulfilling Prophecy: The Pygmalion Effect"
McGraw-Hill Films
1974

"This film discusses the Pygmalion Effect; that is, people tend to perform in accordance with what is expected of them. Case studies are examined in this film and provide the means for identifying negative pygmalions (people who undermine employee morale and depress productivity) and creating more positive pygmalions (managers whose high expectations are fulfilled by subordinates who serve to increase organizational efficiency and productivity)."

1280. "Race Against Time: School Desegregation Since 1965"
National Public Radio
8-Park Series 29 minutes each

"This eight-part series received a special citation award for showing that the Brown versus Board of Education case was comprised of five separate cases filed in different parts of the country. A series on desegregation is provided."

1281. "Racism in Education"
Minneapolis Public Schools
1977

"Analyzes and describes the dynamics of institutional racism in education."

1282. "Re-Entry Women: The Return to Campus"
National Public Radio
59 minutes

"Shows re-entry women, women who have had some lapse in their education, returning to school. Interviews with career counselors, researchers, and women themselves on a number of issues are featured."

1283. "The Secret of Goodasme"
Council on Interracial Books for Children
Color
"Space creatures discuss sex and race stereotyping with children. Supportive lesson plans are included."

1284. "Selection Interview Guide"
Pennsylvania Civil Service Commission
1980

"This film portrays discriminatory and nondiscriminatory selection techniques and procedures."

1285. "Sexism on the Screen"
National Public Radio
29 minutes

"Illustrates how the roles females play in films and television productions perpetuate sexual stereotypes depicting women as sex objects and victims. Issues are explored with actresses, writers, producers, and members of women's organizations."

1286. "Sexual Harassment is Not a Part of the Job"
New Jersey Bell
1980

"This videotape can be used individually or in combination as an affirmative action orientation program on sexual harassment."

1287. "A Simple Matter of Justice"
Films, Inc.
Color 1978 26 minutes

"'A Simple Matter of Justice' explores the Equal Rights Amendment by focusing on Jean Stapleton at the International Women's Year Conference in Texas."

1288. "So Now You're a Supervisor"
Educational Resource Foundation

"This training program for supervisors considers such issues as treating employees equally and fairly."

1289. "The Supervisor and Equal Employment Opportunity"
Parthenon Pictures

"This film is designed to introduce supervisors and mangers to ways of effectively resolving complaints and charges of discrimination. The basic components of an equal employment opportunity/affirmative action program are discussed and explained."

1290. "Sylvia, Fran and Joy"
University of Michigan Media Center
1973 25 minutes

"Case studies of how three young women feel about the domestic role of housekeeper. Sylvia is working out a sharing of both domestic and wage earning roles with her husband. Fran is struggling to find a new life and identity after leaving her husband because of her subsidiary role in the marriage. Joy, a traditional housekeeper-wife-mother, accepts her role without values and background."

1291. "Take This Woman"
University of Michigan Media Center
Color 1971 25 minutes

"An examination of equal opportunity as it pertains to women. Demonstrates how women have been denied promotional, educational, and vocational/career opportunities. Views on the women's movement are included."

1292. "A Tale of "O," On Being Different"
Goodmeasure
1979

"A videotape describing people in terms of X's and O's. The O's represent individuals who are different at some time or other; for example, members of minority groups, while the X's are those in the majority. Excellent for awareness training."

1293. "Training Film Profiles: Training Films Index"
American Society for Training and Development

"More than 2,500 films, videotapes, filmstrips, and the like are reviewed and content evaluated. Equal employment opportunity and affirmative action films are included. A very useful resource."

1294. "Under His Thumb"
WPXI

"This film depicts sexual harassment situations and some measures to take to stop it."

1295. "Understanding Institutional Racism"
Council on Interracial Books for Children
Color 17 minutes

"A filmstrip dealing with affirmative action, racial injustice, inequities, and institutional racism in a number of places."

1296. "Understanding Institutional Sexism"
Council on Interracial Books for Children
Color

"A filmstrip illustrating the ways in which institutions perpetuate sexism. Institutions such as education, business, churches, and communication media are considered."

1297. "Unlearning Asian American Stereotypes"
Council on Interracial Books for Children
Color

"Considers common myths and stereotypes relating to Asian Americans and how to deal with them via an unlearning process."

1298. "Unlearning Indian Stereotypes"
Council on Interracial Books for Children
Color 15 minutes

"A filmstrip teaching students many new facts about Native Americans. Helps persons to unlearn stereotypes found in movies, TV, and books regarding Native Americans. A teaching unit is also included."

1299. "U.S. Human Rights Policy"
National Public Radio
29 minutes

"Examines the importance of human rights in the United States and reviews the controversial restructuring of the U.S. human rights policy by the Reagan administration."

1300. "The Vanishing Mommy"
Films, Inc.
Color 1977 25 minutes

"This film explores the problems and conflicts experienced by the working mother both at home and on the job. Reasons for employment and the effects of working upon children are also considered."

1301. "What Color is Skin?"
Pyramid
Color 1977 9 minutes

"A film and/or videocassette shows how skin color is determined and how heredity can produce different skin colors in the same family."

1302. "What Could I Say?"
Research Press
Color 1981 18 minutes

"This assertion training film and/or videocassette is an invaluable tool for anyone conducting an assertion training workshop or for anyone interested in developing assertiveness skills. Common situations that require assertive responses in a series of 20 vignettes are presented. Time is allowed after each scene for viewers to discuss appropriate responses. A leadership guide is included."

1303. "What is an American? Part II"
Pyramid
Color 1979 12 minutes

"This film and/or videocassette describes both Puerto Rican and Native American cultures and shows how our American society has been enriched by them."

1304. "What Makes Me Different?"
Pyramid
Color 1977 9 minutes

"This film and/or videocassette shows how prejudice is combated through explanations and discussions of some of the physical differences among people: hair texture and speech patterns."

1305. "What's the Difference Being Different?"
Research Press
Color 1982 19 minutes

"Illustrates how multicultural programs can be conducted in a school system. It examines the Nashville Teacher Corps program and focuses on topics such as ethnic and cultural heritage pride, appreciation of other peoples' ethnicity and education of cultural and ethnic diversity."

1306. "What you are is Where you Were When"
University of Colorado

"This film explores human behavior as a function of value judgments. A model of value programming based on the concept that certain segments of the population hold identifiable values in common as a consequence of being exposed to similar events and social forces is examined. The film emphasizes the point that one must recognize another person's value system as valid to that person even if it differs from what we consider 'good, right, and normal.'"

1307. "Who Are the DeBolts?"
Pyramid
Color 1978 72 minutes

"This film and/or videocassette is a good example of what humans can achieve together. It examines the love and courage shared by Dorothy and Robert DeBolt and their family of 19 special children, who are white, yellow, and black; handicapped, orphaned, or victims of war and catastrophe. Issues deal with finding one's own identity and becoming a whole person."

1308. "Why Not a Woman?"
U.S. Department of Labor

"This film shows increasing numbers of females who are exercising their rights and option to enter non-traditional occupations such as welding, carpentry, and mechanics. It explores the attitudes of male co-workers, supervisors, personnel managers, and teachers and demonstrates the wide range of jobs and training for women of all ages."

1309. "Winning 'Justice for All'"
Council on Interracial Books for Children
Color

"Three filmstrips focusing on stereotypes and sex/race discrimination in U.S. history, in children's books, and in work situations.

1310. "Women's Answers"
Serious Business Company
Color 1978 8 minutes

"A film-essay examining a variety of issues raised by the women's movement. Helps to reconsider our attitudes."

1311. "A Woman's Place"
University of Michigan Media Center
Color 52 minutes

"Focuses on the traditional role of women and how it it changing. Interviews with various women are conducted which show their recollections of early experiences, sex-role differences, and place in today's society."

1312. "Women and Work"
National Public Radio
59 minutes

"Examines women in the United States workforce and their feelings regarding careers and employment. Interviews with working women, counselors, and homemakers are included."

1313. "Women at Work: Change, Choice, Challenge"
University of Michigan Media Center
Color 1977 19 minutes

"Seven women present their attitudes toward work and their roles as wife, mother, and employee. Career choices as oil worker, jockey, nurse, locomotive engineer, surgeon, judge, and congressional candidate and relations to work, family, and community are featured."

1314. "Women in Advertising
National Public Radio
59 minutes

"A lively discussion of the importance of female competence, disparities in salary structures, female executives, and the economic and psychological effects of women in advertising and media are presented by Jane Trahey."

1315. "Women in Management: Threat or Opportunity?"
CRM/McGraw-Hill Films
Color 29 minutes

"This film uses a documentary format to explore male and female worker relationships and demonstrates the ways one can use to resolve conflicts based on stereotypic attitudes."

1316. "Women in Sports"
Pyramid

"This film examines the past, present, and future role of women in sports. Highlighted are conversations with pioneers, coaches, journalists, and current superstars in women's sports."

1317. "Women's Liberation"
University of Michigan Media Center
Color 1971 23 minutes

"This film focuses on the women's liberation movement on college campuses, in cities and corporations, and in the minds of men and women. What movement women feel, what they want, and how they plan to achieve it are discussed."

1318. "Women of Achievement: Estelle Ramey"
National Public Radio
29 minutes

"In this film, Dr. Estelle Ramey, professor, endocrinologist, and author, presents her experience with sex discrimination, influences on her life, and some helpful advice to women in the workforce."

1319. "Women Taking Charge--And Making Changes"
National AudioVisual Center
Color 1980 15 minutes

"Five very enterprising women are featured in this film on motivation. Their energy, imagination, and work accomplishments are presented in a number of fields including market research and truck farming."

1320. "Women's Work: Engineering"
Education Development Center
Color 1976 26 minutes

"Several engineering students and working engineers are documented in this film. Their lives, both personal and professional, are discussed in an open and frank manner. Some topics include what a civil engineering position is really like, how it feels to work in a traditionally male-dominated field, and requirements necessary to become an engineer."

1321. "Women's Work: Management"
Education Development Center
Color 1976 29 minutes

"This film contains information about management careers for women. Topics considered are the meaning of a management position, skills necessary, job responsibilities, and satisfactions."

1322. "The Working Blind"
National Public Radio
12-Part Series 82 minutes

"A program, aimed at blind persons seeking employment, provides strategies for obtaining a position and how to work with employers and sighted colleagues. Interviews with blind persons who have attained positions are presented. A section describing aids and devices, the types of jobs available to the blind and programs of assistance are also included."

1323. "The Workplace Hustle"
Clark Communications
30 minutes

"This film, hosted by Ed Asner, concerns itself, with the sexual harassment experiences of working women. It is designed to inform, motivate, and sensitize viewers. It helps employers to meet the requirements set forth in Title VII, Civil Rights Act."

List of Film and Cassette Publishers and Distributors

1324. American Society for Training and Development
600 Maryland Avenue, S.W., Suite 305
Washington, D.C. 20024
202/484-2390

1325. Barnhill-Hayes, Inc.
788 North Jefferson
Milwaukee, Wisconsin 53208
414/276-4554

1326. Calley Curtis Company
1111 North LasPalmas Avenue
Hollywood, California 09938
800/323-5343

1327. City of Omaha
Civil Center
Human Relations Department
1819 Farnam
Omaha, Nebraska 08102
402/777-5060

1328. Clark Communications
934 Howard Street
San Francisco, California 94103
415/777-1688

1329. Council on Interracial Books for Children
1841 Broadway
New York, New York 10023
212/757-5339

1330. Educational Resources Foundation
P.O. Drawer L
Columbia, South Carolina 29250
803/254-0326

1331. Education Development Center
55 Chapel Street
Newton, Massachusetts 02160
800/225-3088

1332. Employers EO Services, Inc.
2411 Fairway Drive
Winston-Salem, North Carolina 27103
919/723-4566

1333. Films, Incorporated
733 Green Bay Road
Wilmette, Illinois 60091
312/256-3200

1334. Goodmeasure
6 Channing Place
Cambridge, Massachusetts 02138
617/492-2714

1335. Haimes Associates, Inc.
708 South Washington Square
Philadelphia, Pennsylvania 19106
215/922-1617

1336. Indiana University Audio-Visual Center
Bloomington, Indiana 47401
812/337-8087

1337. McGraw-Hill Films
110 Fifteenth Street
Del Mar, California 92014
714/453-5000

1338. Minneapolis Public Schools
Department of Education
Minneapolis, Minnesota 55406
612/348-6000

1339. Motorola
3710 Commercial Avenue
North Brook, Illinois 60062

1340. National Audio Visual Center
National Archives and Records Services
General Services Administration
Information Services JD
Washington, D.C. 20409
301/763-1896

1341. National Public Radio
Publishing Department
2025 M Street, N.W.
Washington, D.C. 20036
202/822-2670

1342. New Jersey Bell
EEO/AAP Programs
Mr. J. P. Forti, Manager
540 Broad Street, Room 1000F
Newark, New Jersey 07101
201/649-2722

1343. Parthenon Pictures
2625 Temple Street
Los Angeles, California 90026
213/385-3911

1344. Pennsylvania Civil Service Commission
P.O. Box 569
Harrisburg, Pennsylvania 17120
717/787-7811

1345. Polymorph Films, Incorporated
331 Newbury Street
Boston, Masschusetts 02115
617/542-2004

1346. Pyramid
Box 1048
Santa Monica, California 90405
800/421-2304

1347. Research Press
Box 3177W
Champaign, Illinois 61820
217/352-3273

1347A. Roundtable Learning Systems
113 North San Vicente Boulevard
Beverly Hills, California 90211
213/657-1402

1348. Serious Business Company
1145 Mandana Boulevard
Oakland, California 94610
415/836-5600

1349. South Bay Mayor's Committee for Employment of the Handicapped
2409 North Sepulveda Boulevard
Manhattan Beach, California 90266
213/545-4596

1350. University of Colorado
Film Center
Boulder, Colorado 80309
303/492-0111

1351. University of Illinois Film Center
1325 South Oak Street
Champaign, Illinois 61820
217/333-1000

1352. University of Michigan Media Center
416 Fourth Street
Ann Arbor, Michigan 48109
313/764-1817

1353. University of New Mexico
Affirmative Action Office
1700 Las Lomas, N.W.
Albuquerque, New Mexico 87131
505/277-0111

1354. U.S. Department of Labor
Employment and Training Administration
Washington, D.C. 20210
202/655-4000

1355. U.S. Geological Survey
National Center
Reston, Virginia 22092
703/860-7000

1356. William Greaves Productions, Inc.
1776 Broadway
Manhattan, New York 10019
212/586-7710

1357. William Karp Consulting Company
900 North Michigan Avenue
Chicago, Illinois 60611
312/642-3452

1358. WPXI
Pittsburgh, Pennsylvania 15219
412/237-1100

CHAPTER VI: TRAINING KITS, PROGRAMS, AND TOOLS

This chapter cites training kits, programs, and tools reported as valuable by AA/EEO Officers

Special attention is given to training kits designed to aid in the attainment of affirmative action compliance, the development of programs, and the termination of discrimination and other inequities. Seminars and training programs sponsored by a number of organizations are included in this chapter. Topics and issues dealt with in their sessions are reviewed and summarized. Finally, simulation exercises, workshop components and packages, and other pertinent tools are described.

The entries of these training resources contain references to the names of contact and distributors, relevant information, and annotated descriptions.

A list of training kit publishers and distributors concludes this chapter and provides contact information.

List of Resources

1359. Affirmative Action and Equal Employment Opportunity
Lansford Publishing Company, Inc.

"A human relations tool consisting of 24 transparencies, instructor's manual, exercise workbook, manuals, and article reprints on affirmative action. Topics covered include EEO legislation, major court decisions, employment-related selection standards, legal and illegal pre-employment questions, and other practical advice designed to assure practitioners of a results-oriented affirmative action program."

1360. Affirmative Action Compliance Kit
Executive Enterprises Publications Company, Inc. 1980

"A complete step-by-step working kit for designing a comprehensive and effective affirmative action program."

1361. Affirmative Action for Managers and Supervisors
University of New Mexico

"A course providing basic knowledge of management, communications, management styles, and supervision in relation to affirmative action. Course materials and outlines are available for purchase."

1362. Affirmative Action Planning Manual
E.E.O. Services, Inc. 1976

"The Affirmative Action Planning Manual was purchased as part of a package of materials for staff training. The manual provides a good legislative background on affirmative action/equal employment opportunity. The programmed learning texts for Title VII were also purchased for staff training and proved to be an effective learning tool which did not require an inordinate amount of supervisory time."

1363. Affirmative Action Program Manual
Jim Walcer Corporation 1980

"This manual provides a step-by-step procedure, complete with forms, for developing an affirmative action plan and program."

1364. Affirmative Action Workshop for Organization Colleagues
NTL Institute 1981

"A workshop designed to bridge employees' needs with organizational goals and objects and with affirmative action requirements and needs. Topics considered include racial and sexual misconceptions and stereotypes; work relations between white males, women, and members of minority groups; and developing positive steps for enhancing affirmative action in the organization."

1365. ASPIRE: Awareness of Sexual Prejudice is the Responsibility of Educators
EDC/WEEA Publishing Center

1366. Black on Black/White on White: Racial Development in an Organizational Context
NTL Institute

"A laboratory program designed for Black and white professionals and managers for the purpose of consciousness-raising on overt and subtle forms of racism in organizations. Strategies for establishing personal and organization constructs that will support a healthy multiracial workplace are presented."

1367. Boomerang
Keeton/Leopold Associates, Ltd.

"A supervisory training kit consisting of short, five to ten-minute films on situations of discrimination in various work settings. Workbooks are included in this package which is excellent for generating discussion."

1368. Boomerang II
U.S. Department of Education

"A full spectrum approach to providing services to special populations in a municipal setting is contained in Boomerang II."

1369. Born Free: Building Options, Reassess Norms, Free Roles, Through Educational Equity
EDC/WEEA Publishing Center

"Training packets designed to reduce sex-role stereotyping in career development at the elementary, secondary, and postsecondary level of education."

1370. Breakthrough
Keeton/Leopold Associates, Inc.

"A management training program in equal employment opportunity with films included. Highly recommended."

1371. Career Development: A Framework for Managing Human Resources
NTL Institute

"A training program for human resource practitioners on organizational career development programs. Direction, resources, and overview of career development practices are considered in this program."

1373. Complying with Title IX: A Resource Kit
Superintendent of Documents
U.S. Government Printing Office

"A series of materials produced for the United States Office of Education to help educators comply with Title IX regulations."

1374. CRYteria
Jennifer Macleod Associates

"A simulation exercise used effectively in workshops on racism and sexism."

1374A. Current Issues Concerning Women in the Workplace
University of Virginia

"A half-day program on current issues arising from the increased presence of women in the workplace. Discusses such things as sexual harassment, comparable worth, and pregnancy discrimination, and laws related to sex discrimination."

1375. Emerging Issues in Employee Relations: Sexual Harassment and Employee Terminations
Executive Enterprises, Inc.

"A two-day training program on sexual harassment and employee terminations around the country. Some topics addressed include: New EEOC guidelines on sexual harassment, problems faced by the employer, steps for minimizing the risk of liability, Age of Discrimination in Employment Act of 1967, affirmative action requirements and 'reverse discrimination,' and supervisory training."

1376. Employee Relations Law Institute Seminars
Employee Relations Law Institute

"Offer two-day seminars on the latest issues dealing with the emerging rights of persons in the workplace. Some topics include EEO in the '80's, sexual harassment, comparable work, and grievance procedures."

1376A. Employment Discrimination
University of California at Berkeley

"A two-day basic course offered by the Extension Division of the University of California."

1377. Equal Educational Opportunity Poster
Superintendent of Documents
U.S. Government Printing Office
S/N 017-080-01675-3

1378. Equal Employment and Affirmative Action: Positive Management Approaches to Compliance
AMA Human Resources Division

"A two-part program dealing with affirmative action and equal employment opportunity. Park I: A Basic Orientation features such topics as basic laws, responses to charges of discrimination, the role of the federal government, application selection, employee rights, major areas of violation, government action, and the conciliation agreement. Each topical session is followed by a workshop, role-playing, and discussion period. Course is offered in various cities around the country. Part II: An In-Depth Program has a two-day seminar format addressing such topics as recent developments in EEO and AA laws and regulations, the EEO record, how to handle government charges, personnel system evaluation in light of the law, liability, potential violations, and expectations once your company is in court. Each of these sessions is followed by a workshop, role-playing, and discussion period."

1378A. Equal Employment Opportunity
American Society for Personnel Administration

"A two-day seminar focusing on the various laws and regulations in the equal employment area. It provides a legal background for developing and administrating affirmative action programs."

1379. Equal Employment Opportunity Compliance Course
Executive Enterprises, Inc.

"A two-day meeting dealing with EEO compliance issues and the law. Offered around the country and at various times of the year."

1380. Equal Employment Opportunity Game
Executive Enterprises, Inc.

"Contains a short slide presentation with a basic EEO overview. Along with the slides is a game which includes case examples giving the participant an opportunity to respond to specific EEO-related situations."

1381. Equal Employment Opportunity Compliance Course
American Bankers Association

"A newly instituted one-week course designed to provide bank personnel with equal employment opportunity/affirmative action responsibilities with the working knowledge necessary to effectively develop and manage your bank's EEO program."

1382. Equal Employment Opportunity--Its Your Game
Motorola

"EEO--It's Your Game is a game which teaches the principles of equal opportunity and affirmative action using simulated employment situations and case problems."

1382A. Equal Employment Opportunity Law and Compliance
Professional Seminar Associates

"A two-day program reviewing the legal basis for affirmative action program development and administration. Advanced courses in this area are also offered by the same organization."

1383. The Executive Suite: From Men Only to Women, Too
Lansford Publishing Company, Inc.

"This human relations tool contains 18 transparencies, an instructor's guide, and 2 cassettes devoted to women in management and business. Topics include: changing myths, corporate challenges, and how women have attained these positions."

1383A. 504 and Education
University of New Mexico, Affirmative Action Office

"A course appraising persons involved with all facets of the educational process on the intent and substance of Section 504. Reproducible handouts are available."

1384. Higher Education Salary Evaluation Kit
American Association of University Professors
1977

1385. How to Build Team Spirit and Assure Good Employee Relations
American Management Association

"A two-day course focusing on such issues as handling human problems uniformly and equitably, the development of team spirit, disciplinary problems, and employee grievances."

1386. How to Structure an Affirmative Action Plan
Executive Enterprises, Inc.

"A two-day workshop on the development of a sound and effective affirmative action plan and program."

1387. How Women Find Jobs: A Guide for Workshop Leaders
Women's Educational Equity Act Program

"A manual designed to aid the job seeker by giving him/her the support and self-discipline needed to conduct an organized job campaign. Exercises and techniques are provided which facilitate a good approach to finding and obtaining an employment position. A good manual for support to re-entry workforce women."

1388. Human Relations and You as a Manager
University of New Mexico, Affirmative Action Office

"A course designed to 'increase levels of self-awareness.' Provides an organizational orientation, an assessment of attitudes, and encourages self-responsibility for action especially in relation to affirmative action. Course materials are available."

1389. Implementing Title IX: A Sample Workshop
New England Equal Education Center

"A workshop package containing the following components: (1) A Workshop Package for Postsecondary Educators: Participant's Notebook, (2) Final Title IX Regulations Implementing Education Amendments of 1972, (3) Selecting Professionals in Higher Education: A Title IX Perspective, (4) Implementing Institutional Self-Education, (5) Title IX Grievance Procedures: Introductory Manual, and (6) Why Title IX? An appendix includes a listing of films on sex-role stereotyping and positive images of women."

1390. Implementing Title IX and Attaining Sex Equity: A Workshop Package for Elementary-Secondary Educators
Superintendent of Documents
U.S. Government Printing Office

"A workshop package containing the following components: (1) The Context of Title IX (S/N 017-080-01928-1), (2) The Title IX Regulation and Grievance Process (S/N 017-080-01926-4), (3) Planning for Change (S/N 017-080-01924-8), (4) Administrator's Role (S/N 017-080-01832-9), (5) Teacher's Role (S/N 017-080-01940-0), (6) Counselor's Role (S/N 017-080-01934-5), (7) Physical Activities Specialist's Role (S/N 017-080-01929-9), (8) Vocational Educators' Role (S/N 017-080-01941-8), (9) Community's Role (S/N 017-080-01931-1), (10) Participant's Notebook (S/N S/N 017-080-01939-6), (11) Implementing Title IX in Physical Education and Athletics Application Book (S/N 017-080-02006-8), and (12) Attaining Sex Equity in Counseling Application Book (S/N 017-080-01935-3).

1391. Implementing Title IX and Attaining Sex Equity: A Workshop Package for Postsecondary Educators
Superintendent of Documents
U.S. Government Printing Office

"A postsecondary workshop package consisting of the following components: (1) The Context of Title IX (S/N 017-080-01936-1), (2) The Title IX Regulation and Grievance Process (S/N 017-080-01937-0), (3) Planning for Change (S/N 017-080-01942-6), (4) Administrator's Role (S/N 017-080-01933-7), (5) Counselor's Role (S/N 017-080-01927-2), (6) Teacher Educator's Role (S/N 017-080-01943-4), (7) Participant's Notebook (S/N 017-080-01938-8), (8) Implications of Title IX for Postsecondary Education and Athletics Personnel Application Book (S/N 017-080-01925-0).

1392. Management Skills for New or Prospective Black Managers
AMA Human Resources Division

"A three-day program for new or prospective Black managers who want to sharpen their management skills. Some topics include: Dynamics of Management, Management Functions, Effective Management Styles, Techniques in Problem-Solving, Personal Image as a Black Manager in a White Organization/Company, and Career Issues."

1393. MDS Survey-Guided Management System
Management Decision Systems, Inc.

"A six-part survey enabling personnel to operate on facts and detect organizational problem areas. Guide include: (1) Job Change Survey--a program for controlling attrition, (2) Mini--a brief employee survey to evaluate an organization's motivational climate, (3) Morale Management System--a program for enhancing and maximizing employee productivity and commitment, (4) Manager Effectiveness--a data-based program of subordinates' perceptions of management, (5) Work Values Module, and (6) Training Needs and Program Evaluation--a base for creating management development programs."

1394. Men and Women in Organizations
Lansford Publishing Company, Inc.

"A human relations tool consisting of 15 transparencies, an instructor's guide, exercises, and article reprints. Topics include: (1) male/female stereotypes--their origins and validity, (2) managerial diferences between men/women, (3) structure/systems barriers and issues, (4) training issues, and (5) skill development."

1395. Manager/Supervisor as Trainer
Lansford Publishing Company, Inc.

"A management tool consisting of 20 transparencies, a trainer's guide, and applicable exercises. Topics addressed include: the learning process, motivating people, creating interest and attention, psychological barriers, and measuring training and learning effectiveness."

1395A. New Approaches to Equal Employment and Affirmative Action
American Management Associations

"This course is offered in two sections, Part I and Part II. Part I lasts three days and includes an introduction to the intracies of compliance laws. Part II lasts two days and provides information on strategies for day-by-day compliance."

1395B. Pay Discrimination Issues for the 1980's
Georgia Institute of Technology

"Presents background and techniques for resolving problems related to the concept of 'comparable worth' to eliminate discrimination against women employees. It also outlines procedures for making job evaluations to establish legally-sound pay systems."

1396. People and Productivity: Human Relations Kit (Second Edition)
McGraw Hill Book Company

"A human relations kit on employee productivity contains 8 tape cassettes, one filmstrip, simulation materials, an instructor's guide, program overview, and carrying case."

1397. Preparing for Affirmative Action: A Manual for Practical Training
Edited by McNamara, Schera, Safferstone (1978)
Garrett Park Press

"A series of 17 exercises designed to develop more sensitivity toward minorities and women and to become more familiar with equal employment laws. Workbooks provide the basis for this two-day training program."

1398. Promoting Education Equity Through School Libraries
Arizona State University, Affirmative Action Office

"Originally developed by WEEAP, this program contains seven booklets with detailed information on evaluating new materials, identifying alternative reference sources, and helping students and their parents use library, school, and community resources more effectively. Suggests ways to promote the use of sex-fair materials throughout the school and community."

1399. Project on Sex Stereotyping in Education
Education Development Center

"Produced by Women's Educational Equity Act Program (WEEAP) in 1978, this comprehensive training kit contains written materials and cassettes on the following topics: Eliminating Sex Bias in Physical Education; Women in Educational History; Girl, Boy or Person: Beyond Sex Differences; Reading, Writing and Stereotyping; Equality in Science; Sex Stereotyping in Math Doesn't Add Up; and Sex Bias in American History.

1400. Race and Sex Discrimination in Educational Institutions
National Institute of Education

"This wall poster summarizes major federal laws and regulations requiring equity in employment and student programs."

1401. Recruiting, Interviewing, Selecting and Equal Employment Opportunity Compliance
The American University

"A two-day course focusing on pre-employment and employment processes and issues such as reference checks, psychological tests, and concerns pertaining to female and minority group applicants."

1402. Research Apprenticeships for Minority High School Students
National Science Foundation

"A program designed to generate an interest among talented minority students to engage in scientific research projects."

1403. Screening and Selection for Search Committee Members
University of New Mexico, Affirmative Action Office

"A course for 'form-completers' and committee members which ensures fair and equitable screening and selection and adherence to affirmative action procedures."

1404. Seminars Update
Seminars Update

"Meeting dates of professional associations as well as selected seminars and conferences are listed in a monthly publication, Getting Around the Bay Area. This calendar of public events in the San Francisco Bay area is available free upon receipt of stamped, self-addressed envelopes mailed to Seminars Update."

1405. Sexual Harassment
The American Society for Personnel Administration

"A one-day workshop devoted to the latest news and information regarding the prevention of sexual harassment in the work environment."

1405A. Sexual Harassment Action Kit
Federation of Organizations for Professional Women

"A kit which defines sexual harassment, discusses EEOC guidelines in terms of the employer's responsibility, and cites recent studies and court cases. It includes references for additional research. The kit costs $2.50."

1406. Supersisters
Supersisters, Inc.

"Developed under a grant from the New York State Department of Education, Supersisters is a series of baseball-type cards featuring women of outstanding achevement in such fields as art, business, government, science, and sports. Each female, depicted in the cards, is uniquely accomplished in her field and thus can serve as a positive role model for young people. As a hands-on learning tool, these cards are designed to facilitate a better understanding of the contributions of women in society, counteract sex-role stereotyping, introduce a wide variety of career options, and add to knowledge of current events and issues."

1407. The Willmar 8
California Newsreel

"Used in sex discrimination workshops, 'The Willmar 8' is a 50-minute color film about eight women who went on strike to protest alleged sex discrimination. This case study provides insights into the changing roles of women and helps sensitize supervisors and management personnel to sex discrimination problems. Excellent training tool in EEO orientation programs."

1408. Women and Work
Affective House

"A program containing 12 presentations and 6 cassettes on Women and Work. Topics include: Myths and Reality; Beyond Discrimination; Cultural Conditioning; The Emerging Self; Resources in Career Life Planning; Option Clarification; Traditional Job Search Strategies; and Alternative Approaches to the Job Search."

1409. Women's Careers in Energy
Energy Research Group, Inc.

"Sponsored by the Westinghouse Electric Corporation and the Committee for Energy Awareness, this program aims to increase women's awareness about issues in energy and encourage careers in the field of energy."

1410. Women in the Workforce: A Manager's Role
AMA Human Resource Division

"A one-day program focusing on female career advancement and other relevant issues such as career pathing; attitude analysis, corporate politics and fair play; supervision, management, and leadership styles for women; self-presentation and communication techniques; networking and professional self-development."

1411. Women's Studies Resource Kit
Antioch College

"A resource kit describing Antioch's Women's Studies Program, its courses, co-op jobs, papers, and other relevant topics."

1412. Your Legal Responsibilities as a Supervisor: How to Protect Your Company
AMA Human Resource Division

"A three-day program focusing on federal and state laws; EEO guidelines and protected minorities."

List of Training Kit Publishers and Distributors

1414. Affective House
P.O. Box 35321
Tulsa, Oklahoma 74135
918/743-8264

1415. AMA Human Resource Division
(American Management Association)
135 West 50th Street
New York, New York 10020
212/586-8100

1416. American Association of University Professors
One Dupont Circle, N.W.
Washington, D.C. 20036
202/466-8050

1417. American Bankers Association
EEO Compliance School
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036
202/467-4000

1417A. American Management Association
135 West 50th Street
New York, New York 10020
212/586-8100

1418. American Society for Personnel Administration
30 Park Drive
Berea, Ohio 44017
216/926-4790

1419. The American University
Washington, D.C. 20016
202/686-2000

1420. Antioch College
Women's Studies Program
Yellow Springs, Ohio 45387
513/767-7331

1421. Arizona State University
Affirmative Action Office
Tempe, Arizona 85281
602/965-9011

1422. California Newsreel
630 Natoma Street
San Francisco, California 94103
415/621-6196

1423. Education Development Center
55 Chapel Street
Newton, Massachusetts 02160
617/969-7100

1424. E.E.O. Services, Inc.
1625 K Street, N.W., Suite 102
Washington, D.C. 20006
202/966-8111

1425. Employee Relations Law Institute
Executive Enterprises, Inc.
33 West 60th Street
New York, New York 10023
212/489-2690

1426. Energy Research Group, Inc.
400-1 Totten Pond Road
Waltham, Massachusetts 02154
617/890-1730

1427. Executive Enterprises Publications Company, Inc.
33 West 60th Street
New York, New York 10023
212/489-2680

1427A. Federation of Organizations for Professional Women (FOPW)
2000 P Street, N.W.
Washington, D.C. 20036 202/466-3544

1428. Garrett Park Press
Garrett Park, Maryland 20896
301/946-2553

1428A. Georgia Institute of Technology
Department of Continuing Education
Atlanta, Georgia 30332
404/894-2400

1429. Jennifer MacLeod Associates
4 Canoe Brook Drive
Princeton Junction, New Jersey 08550
609/799-0378

1430. Jim Walter Corporation
Equal Employment Opportunity Office
Tampa, Florida 33606
813/871-4811

1431. Keeton/Leopold Associates, Inc.
304 North Walker
Chicago, Illinois 60610

1432. Lansford Publishing Company, Inc.
1088 Lincoln Avenue
P.O. Box 8711
San Jose, California 95155
408/287-3105

1433. McGraw Hill Book Company
P.O. Box 444
Highstown, New Jersey 08520
609/448-1700

1434. Management Decision Systems, Inc.
108 Old Kings Highway North
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1435. Motorola
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1436. National Institute of Education
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Washington, D.C. 20208
202/254-7634

1437. National Science Foundation
Washington, D.C. 20550
202/282-7150

1438. New England Equal Education Center
Sex Desegregation Project
121 Sigourney Street
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203/552-7166

1439. NTL Institute
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703/527-1500

1439A. Professional Seminar Associates, Inc.
515 Coleman Place
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201/232-2455

1440. Seminars Update
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San Francisco, California 94127

1441. Superintendent of Documents
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202/783-3238

1442. Supersisters, Inc.
Department C, 230 Park Avenue
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212/697-4494

1442A. University of California at Berkeley
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1443. University of New Mexico
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1443A. University of Virginia
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1444. U.S. Department of Education
Office of Special Education
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1445. Women's Educational Equity Act Program
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APPENDIX A

SUMMARY OF FEDERAL LAWS, ORDERS, AND REGULATIONS

This Appendix summarizes federal directives which guide the work of equal employment opportunity/affirmative action professionals.

(1) Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972, prohibits discrimination in employment (including hiring, promotion, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, sex, or national origin. The protection afforded under Title VII is not limited to members of any particular race or to any one sex. It is administered by the Equal Employment Opportunity Commission.

(2) Executive Order 11246, as amended by 11375 (1968), prohibits discrimination in employment (including hiring, promotion, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex by institutions receiving federal contracts of over $10,000. Executive Order 11246 embodies two concepts: nondiscrimination and affirmative action. Nondiscrimination requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent. A contractor must carefully and systematically examine all of its employment policies to be sure that they do not, if implemented as stated, operate to the detriment of any persons on grounds of race, color, religion, sex, or national origin. A contractor also must ensure that the practices of those responsible in matters of employment, including all supervisors, are nondiscriminatory. Affirmative action requires that a contractor do more than ensure employment neutrality with regard to race, color, religion, sex, and national origin. As the phrase implies, affirmative action requires the employer to make additional efforts to recruit, employ, and promote qualified members of groups formerly excluded, even if that exclusion cannot be traced to particular discriminatory actions on the part of the employer. The premise of the affirmative action concept of the Executive Order is that unless positive action is undertaken to overcome the effects of systematic institutional forms of exclusion and discrimination, a benign neutrality in employment practices will tend to perpetuate the status quo indefinitely.

(3) Revised Order No. 4. This Order requires development of an affirmative action plan for non-construction contractors with 50 or more employees and a contract exceeding $50,000.

(4) Equal Pay Act of 1963, as amended by the Education Amendments of 1972 (Higher Education Act), requires that employers provide equal pay for men and women performing similar work. It is administered by the Equal Employment Opportunity Commission.

(5) The Rehabilitation Act of 1973, Section 503, requires government contractors to agree to take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals without discrimination based upon their mental or physical impairment(s). The Section is administered by the Office of Federal Contract Compliance Programs of the U.S. Department of Labor.

(6) The Rehabilitation Act of 1973, Section 504, requires that no otherwise qualified handicapped individual shall solely by reason of his or her handicap, be subject to discrimination under any program or activity receiving financial assistance from the federal government. It is administered by the Office for Civil Rights of the U.S. Department of Education.

(7) The Age Discrimination in Employment Act of 1967, as amended in 1978. This law prohibits discrimination against persons aged 40-70 in any area of employment because of age. The Act is administered by the Equal Employment Opportunity Commission.

(8) The Age Discrimination Act of 1975 prohibits unreasonable discrimination based on age in programs and activities receiving federal financial assistance. The Act applies to persons of all ages. It is administered by the Office of Civil Rights of the U.S. Department of Education.

(9) Vietnam Era Veterans Readjustment Assistance Act of 1974 requires federal contractors to take affirmative action to employ and advance in employment disabled veterans and veterans of the Vietnam era. It covers (1) any qualified disabled veteran of any war who is capable of performing a particular job with reasonable accommodation to his or her disability rated at 30 percent or more; (2) any qualified disabled veteran of any war released or medically discharged for a disability incurred or aggravated in the line of duty; (3) any qualified person (a) who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and has been honorably discharged from the service during that period, and (b) who was so discharged within 48 months preceding any violation. The Act is administered by the Office of Federal Contract Compliance Programs of the U.S. Department of Labor.

(10) Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin by educational programs receiving federal funds. This legislation provides coverage for students and others. Some employment policies and practices are covered by Title VI. It is administered by the Office for Civil Rights of the U.S. Department of Education.

(11) Title IX of the Education Amendments of 1972 (Higher Education Act) prohibits sex discrimination against students or others in education programs or activities. Patterned after Title VI of the Civil Rights Act, Title IX states, "No person ... shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Unlike Title VI, Title VI, Title IX does not cover employment practices of education institutions. It is administered by the Office of Civil Rights of the U.S. Department of Education.

(12) Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act and Nurse Training Amendments Act of 1971, prohibits (a) sexually discriminatory admission of students to federally assisted health personnel training programs, and (b) sexually discriminatory practices affecting employees who work directly with applicants to or students in such programs. It is administered by the Office of Civil Rights of the U.S. Department of Education.

(13) Guidelines on Discrimination Because of National Origin. These EEOC guidelines define national origin discrimination as denial of equal employment opportunity because of an individual's (or his or her ancestor's) place of origin, or because of physical, cultural, or linguistic characteristics of a national origin group. These guidelines also forbid harassment of an individual because of national origin. The guidelines and Executive Order are administered by the Office of Federal Contract Compliance Programs of the U.S. Department of Labor.

(14) Guidelines in Discrimination Because of Citizenship. An alien lawfully in the United States and legally employable under Immigration and Naturalization Service regulations is protected in the same manner United States citizens from discrimination in employment.

(15) Guidelines on Discrimination Because of Sex (Sexual Harassment Guidelines). These guidelines, issued by EEOC, make harassment on the basis of sex a Title VII violation. Employers are responsible for the acts of agents or supervisors, and may be responsible for the acts of other employees and public with respect to acts of sexual harassment.

(16) Housing and Community Development Act of 1975. Recipients of money from this federal grant may not discriminate against individuals on the basis of race, color, national origin, or sex, and are required to develop an affirmative action plan for the unit of government and make a good faith effort to identify, train, and/or hire lower-income residents of the project area.

(17) Urban Mass Transportation Act. Recipients of UMTA grant money must not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, and may take affirmative action steps to insure equal employment opportunity.

(18) General Revenue Sharing Act of 1974 and Amendments (Local Fiscal Assistance). Recipients of General Revenue Sharing grant money must not subject any individual to employment discrimination on the basis of race, color, national origin, sex, age, handicapped status, or religion.

(19) Equal Employment Opportunity Commission Affirmative Action Guidelines. These guidelines express EEOC's support in providing protection against claims of discrimination for employers who adopt a written affirmative action plan.

(20) Uniform Guidelines of Employee Selection Procedures. A set of guidelines were issued jointly by EEOC, the U.S. Office of Personnel Management, the U.S. Department of Labor, the U.S. Department of Justice, and the U.S. Treasury Department to assist employers in complying with federal law prohibiting employment practices which discriminate on grounds of race, color, religion, sex, and national origin.

(21) Pregnancy Disability Amendment to Title VII of the Civil Rights Act of 1964. This Amendment prohibits discrimination because of pregnancy and requires employers to treat pregnancy and childbirth the same as other disabilities. Terminating or refusing to hire or promote a woman solely because she is pregnant is also prohibited by this Amendment.

Addresses for these agencies follow. In addition to the Washington address, many have regional offices.

Equal Employment Opportunity Commission 1800 G Street, N.W. Washington, D.C. 20506	Office for Civil Rights U.S. Department of Education Washington, D.C. 20202	Office of Federal Contract Compliance U.S. Department of Labor Washington, D.C. 20210

APPENDIX B

EXAMPLES OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENTS

EEO/AA policy statements are ordinarily promulgated by an institution or company's board of directors with guidance of the chief operating officer who is advised by his or her EEO/AA officer. Because of the requirements of federal statutes, orders, and regulations, they tend to be quite similar in content and structure; however, because organizations have different missions, pronounced variations sometimes occur. The policy statements presented here as examples suggest such diversity.

First National Bank of Madison

FIRST WISCONSIN • MADISON

First Wisconsin National Bank of Madison
Policy Statement, Equal Employment Opportunity
and Affirmative Action

The First Wisconsin National Bank of Madison recognizes that with nearly 450 employees, and a role as the leading bank in the Madison Community, our efforts toward Equal Employment Opportunity and Affirmative Action can have a significant impact on the achievement of those goals in Madison. It is our bank's policy, however, not only to comply with Equal Employment Opportunity, but also to deliver all our financial services to the community without bias.

In regard to Equal Employment Opportunity, we pledge that in compliance with all applicable federal, state and local legislation, all bank personnel practices will be administered without regard to sex, race, religion, class, color, national origin or ancestory, age, handicap, marital status, economic status, physical characteristics, sexual orientation, or political beliefs.* Equal Employment Opportunity at First Wisconsin includes but is not limited to recruitment, selection, training, promotion and transfers, compensation, employee benefits, layoffs and return from layoffs, educational and tuition assistance programs and social and recreation programs without regard to membership in an affected class and making reasonable accommodations at all its facilities. Furthermore all employment decisions will be made in accordance with established bank goals that further the principles of Equal Employment Opportunity and Affirmative Action and only valid job requirements will be used in selection.

Responsibility for the Bank Affirmative Action Program is assigned to Mary M. Graye, Vice President, Human Resources and Community Services Division. This program includes the development and implementation of a reporting and monitoring system to ensure that all bank goals and timetables are met and that new goals and timetables are established.

We are proud of the significant progress we have made in the last several years toward our previous Affirmative Action goals. The fact that 42% of the employees in our Official and Manager category are women compared to an industry average of 30% and 4.4% of our employees are minority compared to a local minority population of 3.2%, both point out the success of our overall program.

We by no means feel that our affirmative action goals are completed, however. The goals we have set as part of our 1979-80 program are both aggressive and achievable. They represent an effort to insure that the percentage of women and minorities in all job classes are at least equal to their job market

availability. We must continue the program of advancing women and minorities into senior management positions and goals have been set in those areas. We will continue our recruitment effort to hire Vietnam-era veterans and handicapped individuals and make accommodations for them.

First Wisconsin has been regarded in the Madison community as being a leader in the field of Affirmative Action. In addition to our internal program we have provided a substantial amount of outreach by encouraging our employees to assume leadership roles in organizations furthering the principle of Affirmative Action. Such involvement has included: Member of Board of Directors of the Madison Urban League, Member of the Executive Committee and Affirmative Action Committee of the Bank Personnel Division of the American Bankers Association, Metropolitan Director of the National Alliance of Businessmen, Chairperson or member of the Employment Committee of the City of Madison Equal Opportunities Commission, member of the City of Madison Task Force on Vendor Plans, member of the Madison Opportunity Center, and many others listed in a separate section in our Affirmative Action Plan. We plan on continuing our efforts and our role in the future.

Town of Chapel Hill

1. Policy Statement

   A. Equal Employment Opportunity

   The Town of Chapel Hill is committed to a policy of equal employment opportunity. This policy, as adopted by Council in 1975 and amended in 1978, reads as follows:

   The policy of the Town is to foster, maintain, and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, non job-related handicap, national origin, affectional preference, or marital status.

   Section 14-28 Code of Ordinances of the Town of Chapel Hill.

   B. Commitment to Affirmative Action

   In order to implement the Town of Chapel Hill's policy of equal employment opportunity, the Town is firmly committed to the development and implementation of a comprehensive Affirmative Action plan. The implementation of an effective management plan aimed specifically at achieving equal employment is necessary to overcome the results of past discrimination and assure that minorities and females are equitably represented in the Town's workforce. To this end, the Town has prepared this affirmative action plan which includes but is not limited to the following elements:

   1. An analysis of the Town's personnel system and an identification of action steps that should be taken to insure that the personnel system does not unlawfully discriminate, either intentionally or unintentionally, against applicants and employees in the areas of recruitment, selection, promotion, pay, transfer, discipline, training, and all other areas of personnel;

   2. An analysis of the race/sex composition of the Town's workforce and the labor market in order to identify areas of concentration as well as underutilization of minorities and females within the Town, and the identification of hiring and promotional goals and timetables necessary for the Town's workforce to reach parity with the availability of minority and female skills in the labor market;

   3. The development of a method of implementing and evaluating the Affirmative Action Plan, and provision for continuous improvements to the Plan.

Concordia College

Concordia College is fully committed to the goal of equal opportunities for all without regard to race, sex, age, handicap, or national origin. The College is pledged to seek out and eradicate discrimination in all of its activities and programs. Concordia is committed to cooperate with local, state, and federal government agencies in an effort to insure equality.

Concordia College is cognizant of the history of discrimination which has served to deny opportunity on the basis of an individual's race, sex, age, handicap, or national origin. The College recognizes and accepts its responsibility to initiate and support programs and activities intended to alleviate and redress historical and current grievances.

In order to preserve and enhance the purposes of the College as noted in our charter and catalog, we seek faculty and staff members who reveal by precept and example that they are in accord with the Christian principles of the College. "As a general rule, the qualifications for teaching at Concordia College include membership in the Lutheran Church. In all cases, faculty members and personnel shall be persons of moral integrity and Christian character."[1] This requirement shall not be abridged. The action program will serve as a helpful procedure in securing employees with excellent qualifications who are best able to serve our institutional purposes.

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[1] Concordia College Corporation. Articles of Incorporation, Constitution and By-Laws. Constitutional Revision 1972. Article III, Section 3.a., p. 10.

West Virginia University

West Virginia University, recognizing that equality of opportunity is a fundamental goal in a democratic society, shares the responsibility for achieving that equality. The University, therefore, commits itself, morally and legally, to take affirmative action to recruit and employ the best qualified faculty and nonfaculty candidates and to ensure that all present faculty and nonfaculty members receive education, training, compensation, promotion, tenure, transfer, and all other benefits of employment without regard to race, color, age, religion, sex, national origin, handicap, or veteran status, except as modified by state or federal order, statute, or regulation.

This fifth edition of the Affirmative Action Plan (1980) is a reaffirmation of the University's intention to achieve, through good faith efforts and within reasonable time periods, a representation of minorities (Black Americans, Native Americans, Asian Americans, and Spanish-surnamed Americans), women, handicapped, and veterans in each major job classification which reflects the current availability and merit of such individuals and the University's capability to attract them. The Affirmative Action Plan is aimed at reducing any underrepresentation and underutilization of members of protected classes.

Where candidates are assessed to be substantially equally qualified for a position, a member of a protected class within the particular hiring division will be given preference as long as the underrepresentation exists. If members of two protected classes are equally qualified for the position, the member of the most underrepresented class will be selected.

This plan applies to all administrative officers, faculty, staff, and applicants for employment at West Virginia University, Potomac State College, WVU international centers, and in the offices of the Center for Extension and Continuing Education, including employees of the Cooperative Extension Service.

The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, handicap, age, religion, sex, veteran status, or national origin as defined by applicable laws and regulations.

West Virginia University expects its suppliers and contractors to ensure maximum opportunity for the participation of veterans, handicapped, minorities, and women. Each contractor is expected to have and follow an affirmative action program that is in accord with federal and state regulations.

The State of Wisconsin

EXECUTIVE ORDER NO. 26

WHEREAS, the State of Wisconsin has a tradition which recognizes that each individual person provides a vital resource to the state; and

WHEREAS, there is evidence that members of racial and ethnic minority groups, women and persons with disabilities are underrepresented and/or unequally distributed in the current state government work force; and

WHEREAS, the State of Wisconsin has the responsibility to insure equality of employment opportunity within state government for all persons; and

WHEREAS, these responsibilities can be met only by aggressive affirmative efforts to recruit, hire, train, promote, and retain persons historically excluded from the full range of employment opportunities and responsibilities within state government; and

WHEREAS, the Legislature has declared in Chapter 230, of the Wisconsin Statutes, that the State of Wisconsin shall take affirmative action to correct the present effects of past discrimination; and

WHEREAS, the previous attempts to address the under-utilization of historically excluded persons have been limited by lack of accountability, specificity, flexibility, and by personnel system constraints; and

WHEREAS, this administration is absolutely committed to the removal of discriminatory barriers to and within state service;

NOW, THEREFORE, I, LEE SHERMAN DREYFUS, Governor of the State of Wisconsin, do hereby order the pursuit of an Affirmative Action Program designed to correct work force imbalances and to eliminate the present effects of past discrimination in employment. This program shall include the following actions:

(1) The Secretary of the Department of Employment Relations shall assess, codify, and make both comprehensible and equitable department administrative rules, procedures and policies which relate to employment in order to promote and enhance achievement of a balanced work force in Wisconsin State government.

(2) The Affirmative Action Council, established by Section 230.46 of the Wisconsin Statutes, shall monitor and evaluate the state's affirmative action program and report to me not less than annually.

(3) The head of each state department, board, commission, agency and educational institution shall be responsible for preparing an affirmative action plan. The Secretary of the Department of Employment Relations shall review, comment, and approve or disapprove agency plans and forward them with commentary to the Governor. Agency plans

shall set goals and outline steps for incorporating affirmative action principles into agency policy and procedures.

(4) The head of each state department, board, commission, agency and educational institution shall be responsible for effective compliance with their affirmative action plan so that equal employment opportunity may become a reality in this state. Equal employment opportunity includes affirmative action policies and practices dealing with, but not limited to the following areas: recruitment, selection, hiring, training, transfer, layoff, return from layoff, compensation and fringe benefits, promotion and retention of ethnic and racial minority persons, women and persons with disabilities.

(5) Each department, board, commission, agency and educational institution with 50 or more employees shall create an Affirmative Action Advisory Committee(s) whose responsibility it will be to advise on programs to ensure equality of opportunity for all its employees, applicants and clients.

(6) In each department, board, commission, agency and educational institution, the person designated Affirmative Action Officer shall have direct access to the agency head for the purpose of consulting with, reporting to, or advising on Affirmative Action program matters.

(7) In order that the Program shall have identifiable resources to accomplish specific, measurable results, affirmative action and equal opportunity activities shall be an integral part of the operating budget of all agencies.,

(8) The success of the state's Affirmative Action program depends upon the degree to which agency heads take the lead in promoting true equal employment opportunity. Affirmative Action programming will be a recurring agenda item at cabinet meetings. At least one cabinet meeting annually shall be devoted solely to affirmative action. All agency heads are encouraged to explore and implement innovative personnel policies in order to enhance their efforts. The Department of Employment Relations shall provide necessary technical assistance.

(9) The Secretary of the Department of Employment Relations shall monitor and evaluate agency progress toward the stated affirmative action goals and shall make recommendations to the agency head and the Governor for additional actions to assure sufficient progress in implementing the agency plan.

(10) The Secretary of the Department of Employment Relations shall annually prepare and submit to the Governor a summary of state affirmative action program accomplishments, plans for the future and recommended actions.

I am hereby directing the Secretary of the Department of Employment Relations to prepare procedures for the full implementation of this order.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this 25th day of September in the year of our Lord one thousand nine hundred and seventy-nine.

LEE SHERMAN DREYFUS

By the Governor:

VEL R. PHILLIPS
Secretary of State

STATE OF WISCONSIN
RECEIVED AND FILED
SEP 25 1979
VEL PHILLIPS
SECRETARY OF STATE

APPENDIX C

EXAMPLES OF SEXUAL HARASSMENT POLICY STATEMENTS

Sexual harassment violations have gained increased prominence--justificably so, and many institutions and corporations are promulgating policies to prevent or moderate the impact of behaviors which violate EEOC Guidelines and which may lead to costly litigation. As with any other policy, without a strong enforcement mechanism, the policy often remains only a statement on paper! At any rate, many organizations are becoming aware of this serious problem area and are taking steps to deal with it.

For those professionals who need assistance or who would simply like to read an exemplary enforcement procedure from higher education, the editors recommend you contact: Ms. Margaret Bonz, Director of Affirmative Action, Dartmouth College, Hanover, Massachusetts 03755.

In the samples which follow, please note that the Gettysburg College statement includes a grievance procedure for resolving complaints of sex-related discrimination.

Dartmouth College

It is the policy of Dartmouth College that all decisions regarding educational and employment opportunities and performance are to be made on the basis of merit and without discrimination because of race, sex, color, creed, religion, age, national origin, or handicap. Sexual harassment is deemed by the College to be a form of sex discrimination and, therefore, any sexual harassment of employees and students at the College will constitute a violation of the College's non-discrimination policy.

Sexual harassment is understood to mean:

A. Unwelcome sexual advances, or requests for sexual favors, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student,

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting him or her, or for the awarding or withholding of favorable employment or academic opportunities, evaluations, or assistance, or

B. Other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or in study by creating an intimidating, hostile, or offensive environment in which to work or learn.

This policy and the mechanisms for redress will be called to the attention of all members of the Dartmouth College community annually.

Gettysburg College

I. Introduction

On November 10, 1980, the Equal Employment Opportunity Commission (EEOC) published in the Federal Register regulations concerning sexual harassment of employees by other employees. These regulations require employers to establish policies concerning sexual harassment related to employment situations. Thus, the College is promulgating the policy below. Since the issue of sexual harassment can also arise within the employee-student relationship, the policy below also covers this relationship so that the College will have a comprehensive policy forbidding sexual harassment.

This policy forbidding harassment is being issued so that employees and students can understand both what sexual harassment is and how any complaints about sexual harassment can be made.

II. Statement Forbidding Sexual Harrassment

Gettysburg College strongly disapproves of and forbids sexual harassment of employees or students by employees. Although the definitions and procedures outlined below are unavoidedly lengthy and detailed,

the basic principle of the College's strong disapproval of sexual harassment is simple.

III. What is Sexual Harassment of an Employee by Another Employee?

It is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

IV. What is Sexual Harassment of a Student by an Employee?

It is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a factor or condition of the employee's evaluation of the student or of any decision by the employee concerning the student's academic, co-curricular, or residential status at the College or (2) such conduct has the purpose or effect of unreasonably interfering with the student's performance or participation in the academic, co-curricular, or residential programs of the College.

V. How Can an Employee or Student Make a Complaint of Sexual Harassment?

On September 1, 1976, the College issued Grievance Procedures for Alleged Sex Discrimination under Title IX of the Education Amendments of 1972. Later, these procedures were also made applicable to complaints for alleged discrimination on the basis of personal handicap under Section 504 of the Rehabilitation Act of 1973. These procedures are now made applicable to complaints concerning sexual harassment. The procedures read as follows:

Gettysburg College Grievance Procedures

Grievance Procedures for (1) Alleged Sex Discrimination Under Title IX of the Education Amendments of 1972, (2) Alleged Discrimination on the Basis of Personal Handicap Under Section 504 of the Rehabilitation Act of 1973, and (3) Complaints of Sexual Harassment.

I. Designation and Role of Responsible Employee

The employee responsible for the coordination of compliance by Gettysburg College with the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and federal regulations concerning sexual harassment is Robert Nordvall, Associate Dean of the College, third floor of Pennsylvania Hall, 334-3131, Ext. 158 (hereinafter called the "Title IX Coordinator").

A person with a complaint of sex discrimination, discrimination on the basis of handicap, or of sexual harassment (hereinafter called "a complaint") may consult with the Title IX Coordinator prior to initiating a grievance or at any time during a specified grievance procedure. The complaining party may request that the Title IX Coordinator investigate allegations of the complaint either alone or with the help of an ad hoc committee of not more than three employees and/or students of the College to be chosen mutually by the Title IX Coordinator and the complaining party. At least one member of the ad hoc committee shall be an employee. The complaining party may request that the Title IX Coordinator assist in the preparation of any written statements that may be required by the grievance procedure.

II. Grievance Procedures

A. General Provisions Applying to Any Sex or Personal Handicap Discrimination Grievance or Sexual Harassment Grievance of an Employee or Student.

In matters of alleged sex or handicap discrimination or sexual harassment, the grievance procedures outlined below shall be used. Whenever the act alleged in the complaint was the complaint was done by the person to whom the complaint is to be brought under any of the grievance procedures, the complainant may omit that step in the procedure and proceed immediately to the next highest level. Before any grievance based upon a complaint proceeds to the final step of appeal to the President of the College, an investigation as indicated above must be made and a written statement of the grievance must be prepared. This statement must include nature of complaint, evidence upon which it is based, and remedial action sought.

B. Specific Grievance Procedures for Classes of Employees and All Students.

1. Staff Employees

The present grievance procedure for staff employees as published in The Gettysburg College Staff Employee Handbook provides that any complaint be discussed first with the supervisor. If necessary, an appointment can be made with the Business Manager, and if the problem is still unresolved after consultation with the Business Manager, the employee may discuss this matter with the President of the College.

2. Administrators

The general grievance procedures for administrators as published in The Gettysburg College Handbook for Administrators provides that any complaint be discussed in turn with the immediate supervisor, division head, and President of the College until the grievance is resolved.

3. Faculty

A faculty member with a complaint shall first bring the complaint to his or her department chairperson. If the problem cannot be resolved at that level, the faculty member may appeal to the Dean of the College, and any decision of the Dean can be appealed to the President.

4. Students

The right to be free from discrimination on the basis of sex or personal handicap is guaranteed to students under "The Rights and Responsibilities of Students" in The Gettysburg College Student Handbook. Students also have a right to be free from sexual harassment by College employees. Since a student complaint may concern either the academic or the co-curricular areas, two procedures are provided. A complaint concerning the academic area shall be brought to the appropriate department chairperson. If the complaint cannot be resolved by the chairperson, the student may bring it to the Dean of the College, and ultimately to the President.

All other complaints by a student shall be brought to an Assistance or Associate Dean of Student Life and Educational Services. If the complaint cannot be resolved by such Assistant or Associate Dean, the student may appeal to the Dean of Student Life and Educational Services, and any decision of the Dean may be appealed to the President.

University of Wisconsin Extension

UW-EXTENSION POLICY STATEMENT ON SEXUAL HARASSMENT

Rationale

The University of Wisconsin—Extension maintains that sexual harassment is unacceptable and impermissible conduct that will not be tolerated. It can debilitate morale and interfere with academic endeavors and work productivity. Sexual harassment in the workplace violates Section 703 of Title VII of the 1964 Civil Rights Act, and is considered a form of sex discrimination. Sexual harassment infringes upon the opportunity to experience equal respect in working and learning relationships, and destroys the building of creative human relationships.

Policy

The policy of UW-Extension is that sexual harassment is treated as a serious issue, and that to every possible extent administrators are to afford protection to employees, students/clientele, female and male alike, against unfair abuse of sexual privacy. Sexual harassment is described as unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where:

—submission to such conduct is made either an explicit or implicit condition of employment or education;
—submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the harassed individual; or
—the harassment substantially interferes with an individual's academic or work

performance, or the harassment creates an intimidating, hostile, offensive or demeaning work or academic environment.

Sexual harassment is prohibited and subject to discipline only when the conditions outlined above are present. Disciplinary action, the severity of which will be based upon the type of infraction, could range from a verbal reprimand, up to and including dismissal for just cause.

DISCIPLINARY PROCESS

Two (2) informal and one (1) formal procedure are available to resolve complaints internally. Either or both procedures may be used.

I. INFORMAL PROCEDURE—A

A. Individuals experiencing sexual harassment may contact: the appropriate department or administrative head; the UWEX Affirmative Action Officer; the Divisional Dean/Director or Divisional EO Liaison; or the EEO Counselor representing personnel in Community Programs districts and Madison/Milwaukee Extension buildings. Contact UWEX Equal Opportunity Office for current list.

B. The above contacts will be responsible for:
   —gathering facts related to the complaint,
   —individual discussions with the parties involved and
   —attempted resolution within 30 calendar days.

This procedure could result in a satisfactory solution to the problem.

II. INFORMAL PROCEDURE—B

A. Individuals experiencing sexual harassment may choose to request that a special panel be convened by the UWEX Affirmative Action Officer for counselling advice and mediation. The panel will consist of three (3) persons mutually agreed upon by the primary parties involved in the complaint.

B. The special panel will look at the record as a whole and at the totality of the circumstances, taking into considerations the nature of the sexual harassment and the context in which the alleged incident(s) occurred. Determination of the liability of a particular action will be made from the facts, on a case-to-case basis. The panel will attempt resolution within thirty (30) calendar days.

III. FORMAL PROCEDURE

Individuals experiencing sexual harassment may choose to seek resolution through the appropriate UWEX grievance and appeals procedures. Any resulting disciplinary action will be consistent with the effective rules of faculty, academic and classified staff as contained in the statutes, labor agreements or other governing instruments related to disciplinary action.

HARASSMENT FROM EXTERNAL SOURCES

Where UWEX employees are sexually harassed by employees of an external client or cooperating governmental agency not covered by System or UWEX rules, the complaint should be forwarded to the Chancellor. He/she will consider apprising the employers of such persons and requesting that they take remedial action.

ADDITIONAL INFORMATION

—Implementation of these procedures shall provide adequate protection from and corrective action for retaliation against any complaining party as required by Title VII of the Civil Rights Laws.

—This policy, either in its terms or in its implementation, shall not discriminate for or against any person by reason of sex, race, creed, color, age, national origin, veteran's status, sexual orientation, or handicapped condition.

—This policy is consistent with the intent of the UW System Sexual Harassment Policy effective May 7, 1981.

—All employees, students and clientele retain the right to file a formal complaint through the Equal Employment Opportunity Commission, 342 N. Water Street, Milwaukee, Wisconsin 53202.

Reviewed and approved by the Board of Regents, March 5, 1982.

Jean C. Evans

By: Jean C. Evans, *Chancellor*
University of Wisconsin—Extension

Date: March 15, 1982

APPENDIX D

EXAMPLE OF TITLE IX IMPLEMENTATION

In part due to equivocation and confusion in federal courts, institutions have had a great deal of difficulty programming Title IX. Does it or does it not apply to employment? To what extent are sex-segregated athletic programs and activities allowable? These are among the questions with which Title IX coordinators and other institutional administrators have had to content.

The examples cited here may not "clear the air," but should indicate the extent to which one organization has gone in trying to comply with the law and the sometimes confusing regulations.

MADISON METROPOLITAN SCHOOL DISTRICT
Instructional Services Division

SEX DISCRIMINATION IN EDUCATION

TITLE IX

Information Bulletin #9

Background: Title IX of the Education Amendments of 1972 states that:

> No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or actively receiving federal financial assistance.

This new federal law forbiding sex discrimination in all public and private schools receiving federal monies became effective on July 21, 1975. It virtually affects every act and function performed by schools with the exception of textbooks, curriculum materials, and sex education courses. The Regulation to implement Title IX set forth standards to which the Madison public schools must adhere in eliminating sex discrimination from its education programs, related activities, and employment practices. Included in the compliance requirements are criteria which insist upon equal opportunity for both sexes in:

(1) Employment practices (job recruitment, classification, employment, compensation, fringe benefits, promotion);

(2) Course offerings (available to both sexes on a coeducational basis and designed to equally meet the needs of both sexes, e.g., physical education, home economics, vocational education, music);

(3) Guidance and counseling materials (free of all sex bias);

(4) Treatment of students (identical for both sexes, e.g., rules of behavior, honors and awards, scholarships, use of facilities);

(5) Athletic programs, all extra curricular and recreation programs.

Most of the sex discrimination in education exists unconsciously and through practices long entrenched in tradition. For this reason, the Regulation also requires each school district to undertake a comprehensive self-examination to identify any discriminatory policies or practices which may exist and to take whatever remedial action is needed. A grievance procedure for students, parents, and employees to seek redress on complaints of noncompliance with the Regulation is also mandated.

Purpose:

The goal of the Madison public schools in implementing Title IX is to help students to recognize that sex diferences rarely matter to one's educability, career choice, or job performance, or most other roles in a society that is capable of dealing with people as individual human beings. The schools can help students

to develop satisfying human relationships and prepare for life/career planning by modeling the kinds of behavior that treat everyone as individuals with differing needs, interests, and abilities.

This document attempts to present key areas of Title IX concerns for Madison public school staff. It develops, and carefully interprets, the federal law as it pertains to counseling, course offerings, music, physical education and athletics, vocational education, and employment.

COUNSELING

The Regulation as it Applies tc Counseling

Though the area of counseling is treated within Section 86.34 of the Regulation, counselors will find it useful in their multi-faceted role of working with students, parents, teachers, and administrators to have an understanding of other sections of Title IX. Specifically, this section will also attempt an interpretation of the Regulation as it affects course offerings, financial assistance, and honors and awards.

Section 86.36 of the Regulation to implement Title IX prohibits counseling or guidance services to students that differentiate, in any way, on the basis of sex. The Regulation states:

(a) Counseling. A school shall not discriminate against any person on the basis of sex in the counseling or guidance of students or applicants for admission.

(b) Use of Appraisal and Counseling Materials. A school which uses testing or other materials for appraising or counseling students shall not use different materials for students on the basis of their sex or use materials which permit or require different treatment of students on such basis unless such different materials are shown to be essential to eliminate sex bias. Schools shall develop and use internal procedures for ensuring that such materials do not discriminate on the basis of sex. Where the use of a counseling test or other instrument results in a substantially disproportionate number of one sex in any particular course of study or classification, the school shall take such action as is necessary to assure itself that such disproportion is not the result of discrimination in the instrument or its application.

(c) Disproportion in Classes. Where a school finds that a particular class contains a substantially disproportionate number of individuals of one sex, the school shall take such action as is necessary to assure itself that such disproportion is not the result of discrimination on the basis of sex in counseling or appraisal materials or by counselors.

The Issue

The basic intent of the counseling provisions of the Regulation is to ensure that female and male students are not prevented, by sex bias or stereotyping in counselor behavior or counseling instruments or materials, from selecting courses or programs of study on the basis of their own individual abilities, interests, and goals.

Counselors, in their formal responsibilities for assisting students in the identification and formulation of personal, academic, and career goals and choices, often serve as reinforcers and perpetuators of sex role stereotypes. Counselors, like others in our society, have internalized notions of appropriate academic, career, and life roles for females and males. According to traditional stereotypes, the academic abilities of males and females differ, with males excelling in mathematics, sciences, and subjects requiring analytical or mechanical ability; and females achieving in literature, languages, and subjects emphasizing verbal ability and interpersonal sensitivity. It is frequently assumed that although work and career achievement are of primary importance in the lives of males, they are of far less importance to females for whom work outside the home is thought to be an activity secondary to marriage and childbearing.

Research indicates that such stereotypes, though largely inaccurate, are frequently reflected in the behavior of counselors. Both male and female counselors have distinct and preconceived attitudes regarding the levels and types of occupations appropriate for females, both college and non-college bound.[1] Both male and female

[1] Friedersdorf, Nancy. A Comparative Study of Counselor Attitudes Toward the Further Educational and Vocational Plans of High School Girls. Purdue University, 1970.

counselors rate females with non-traditional career goals as more in need of counseling than those with goals conforming with traditional concepts of femininity.[2] These attitudes and beliefs operate to restrict the opportunities of female students, just as traditional concepts of approprite masculine behavior and careers similarly operate to limit the academic and personal options of male students.

Sex role stereotypes are further manifest in the testing and measurement instruments and the counseling materials used by counselors in the counseling process. A number of achievement tests have been found to contain bias in both content and language usage.[3] Many occupational interest inventories list occupations by sex and fail to offer a complete range of occupational choice to females; many require differential scoring and interpretation of male and female responses.[4] Materials used in career guidance frequently state or imply through text, language, or photographs that certain occupations are more desirable, appropriate, or "realistic" for students of one sex than the other. The following analysis of several vocational interest instruments commonly in use appears in the Manual on Enforcing Title IX[5] by the Department of Health, Education and Welfare and illustrates this concern.

(1) The Strong Vocational Interest Blank: Uses two separate test booklets, one for each sex; contains explicitly sexist items (e.g., "Do you like stag parties?") and gender-loaded occupational titles (policeman, salesman); includes an antiquated masculinity-femininity scale; limits options solely on the basis of sex.

(2) The Strong-Campbell Interest Inventory: A 1974 revision of the SVIB described above. Eliminates most, but not all of the sex bias problems of the SVIB. Eliminates most, but not all of the sex bias problems of the SVIB. Recommended for use with students who are professionally oriented.

(3) Holland's Self-Directed Search: Has been cited in studies for its sex bias; activities are categorized as "realistic" and "conventional" on the basis of sex; uses gender-specific occupational titles; a person must limit responses to what he or she has done rather than to what he or she might like to do, thus further limiting choices on the basis of experiences which may not have been available to members of both sexes.

(4) Kuder Occupational Interest Survey, Form DD: Revisions were made in 1974 in the reporting system and in the interpretative leaflet with the intent of removing sex bias; previously females' interests were compared only on female-normed occupational scales; now both males and females receive scores on both male-normed and female-normed occupational scales; all but a few of the occupational titles are not gender-linked; intended for college students, students grades 11 and 12, and adults.

(5) Kuder General Interest Survey, Form E: New version of Form C. Interpretative materials have been revised to explain why there are separate norms for males and females. Both male and female profiles are reported for any given person if the sex grid is left blank on the machine scorable answer sheet; on the hand-scored version, a student can develop both male and female profiles. Two levels of profile leaflets, one for grades 608 and one for grades 9-12, are available. It would seem that there are still problems with this one, much being dependent on instructions given by the test administrator.

(6) The Non-Sexist Vocational Card Sort: Designed with the express purpose of providing an unbiased means of assessing vocational interest; uses gender-neutral occupational titles.

All of these factors--bias in counseling itself, in counseling instruments, and in counseling materials--combine to shape and restrict the choices and options available to female and male students. Such bias may be overt and intended or it may be covert and unconscious. Both amy function to maintain sex-differentiated academic, career, and personal choices even when explicit course restructions or program designations have been eliminated.

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[2] Thomas, Arthur and Norman Steward. "Counselor Response to Female Clients with Deviate and Conforming Career Goals," Journal of Counseling Psychology, 1971. Volume 18, No. 4. pp. 353-357.

[3] Tittle, Carol K. Women and Educational Testing: A Selective Review of the Research Literature and Testing Practices. January 31, 1973.

[4] Ibid.

[5] Department of Health, Education and Welfare. Manual on Enforcing Title IX of the Education Amendments of 1972. September 1975.

It is these concerns which are addressed by the Title IX Regulation. Prohibited are:

- Discrimination in counseling or the counseling process. (Providing services differently to males and females; e.g., emphasizing career counseling and testing for males and personal counseling for females, or counseling students differently on the basis of sex; e.g., suggesting that males take advanced science courses while girls are encouraged to take child development.)
- Discrimination in counseling and testing instruments. (Using instruments which require different treatment of results on the basis of sex, which are based upon separate classifications of occupations for males and females, or which use gender-specific occupational titles.)
- Discrimination in counseling materials. (Using materials which state or imply, directly or through omission, that certain academic, career, or personal choices are more appropriate for one sex than the other.)

Further, to encourage the identification of sources of bias which may be operating subtly or unintentionally, the Regulation requires that schools identify all courses in which the enrollment by students of one sex is sexually disproportionate and to implement procedures to ensure that this disproportion is not due to discrimination in counseling itself or related instruments or materials.

Summary

No student may, on the basis of sex, be:

(1) Provided counseling services which:

(a) Differentiate by sex in career counseling,
(b) Differentiate by sex in personal counseling,
(c) Suggest the appropriateness of courses by sex.

(2) Provided counseling or testing instruments which require different treatment of results or separate classification of occupations by sex.

(3) Provided materials that state or imply, directly or through omission, that certain academic, career, or personal choices are more appropriate for one sex than the other.

(4) Assigned to members of the counseling staff solely on the basis of sex.

COURSE OFFERINGS

The Regulation as it Applies to Course Offerings

Section 86.34 of the Title IX Regulation states that we may not:

(1) Provide any course or otherwise carry out any education program or activity separately on the basis of sex.

(2) Require or refuse participation therein of any students on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music, and adult education courses.

Further, Section 86.36(c) states:

"When a school finds that a particular class contains a substantially disproportionate number of individuals of one sex, the school must take such action as is necessary to assure itself that such disproportion is not the result of discrimination on the basis of sex in counseling or course construction."

The Regulation permits only limited and specified exemptions to the requirement that all courses and activities be provided on a sex-integrated basis. The Regulation provides that certain portions of physical education classes may be conducted in sex-segregated groups. Portions of classes in elementary and secondary schools which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls. Schools may make requirements based on vocal range or quality even though they may result in a chorus or choruses of one or predominantly one sex.

The Issue

The basic principle underlying consideration of equality in access to course offerings is that all students should be provided full encouragement and support in selecting courses on the basis of their interests, values, and abilities. Too frequently, school policies, counseling materials, counseling experiences, course descriptions, course materials, staff assignments, and interest clubs give students strong messages about the appropriateness of various courses and activities for each sex. Bias or sex stereotyping in access to course offerings may result from any policies, influences, or practices that might limit course choice on the basis of sex.

Influences on children to limit their interests and choices on the basis of sex begin early. In elementary schools, students are frequently sex-segregated for classroom duties, separated for instruction in physical education, exposed to textbooks and instructional materials which present stereotyped images of males and females, or provided career exploration programs which do not present diverse role models and a variety of occupations or activities for both sexes. As students progress through school, the "tracking" of students into sex-segregated programs becomes more evident. Graduation policies may require different courses for females and males; counseling instruments may result in sex differentiation in student course placement; limitations or bias in career exploration opportunities may affect student course selection; academically-related special interest clubs may not encourage coed participation; and stereotypic patterns in the assignment of staff may limit the aspirations of students. All of these factors influence student access to courses.

The Title IX Regulation provisions address both formal and informal sources of bias. Section 86.34 clearly prohibits differentiation on the basis of sex in formal educational policies; covered under this provision would be:

- Differential graduation requirements or required enrollment for males and females;
- Limitation of admissions to particular courses on the basis of sex;
- Exclusion from courses on the basis of sex;
- Differential placement or course assignment on the basis of sex;
- Provision of sex-separated courses;
- Provision of sex-differentiated assignments, materials, services, or other treatment in any course of academic program.

These requirements do not prohibit grouping on the basis of interests and ability. Students may be separated by sex in portions of classes dealing exclusively with human sexuality or in choruses where students are grouped on the basis of vocal range.

Some of the more informal or indirect sources of bias are addressed in other sections of the Regulation.

- Sex-segregated interest clubs are prohibited under provisions dealing with extracurricular activities (§86.31); sex segregation in such clubs may serve to reinforce and maintain stereotypic course choice.
- Assignment of teaching staff on the basis of sex-stereotyped or discriminatory criteria is prohibited (§86.51); teaching assignments provide concrete role models influential in student course selection.
- The use of counseling instruments which require differential treatment on the basis of sex is prohibited (§86.36(b)); such instruments have often provided the basis for sex-differentiated counseling recommendations or course assignments.

The counseling section of the Regulation further requires schools to identify all courses in which the enrollment by students of one sex is disproportionate (those courses in which 80 percent of enrollees are male, or 80 percent are female) and to take measures to assure themselves that this disproportion is not due to discrimination in counseling itself or related instruments or materials. Courses in vocational education and related areas are likely to be among those most affected by this provision.

Analysis

Course Offerings:

(1) Separate courses in any vocational or career education program--or separation by sex within a course--is in violation of the federal law.

Students may be segregated, however, on the basis of ability; i.e., previous training or interest, even if this results in substantially more members of one sex in the course or activity. Programs such as HERO and work-study must be open to both sexes. Business and industry which cooperate with the schools in such programs may not likewise discriminate on the basis of sex in their operational practices. (See next section--Treatment of Students.)

(2) If there is a class or course of study that has a disproportionate number of members of one sex (80 percent), the school is required to assure that the disproportion does not stem from discriminatory counseling practices by either teachers or guidance counselors.

This means that students and parents must be fully informed about course offerings in areas such as vocational education, home economics, business education, and that these courses are designed to meet the needs of both sexes.

(3) Course descriptions (student handbooks, parent information) may not state that a course is solely or primarily for persons of one sex. All courses must be described in neutral terms. (The use of the generic "he" or "she" must be avoided in favor of terms such as "students.")

A home economics course in single living may not be called "Bachelor Living" or an industrial arts course be labeled "Boys' Shop." Course objectives and requirements must be the same for both sexes. Sex cannot be the prerequisite for membership. However, previous course work and ability are valid, non-sexist criteria for inclusion into a particular group.

MUSIC EDUCATION

The Regulation As It Applies to Music

The Title IX Regulation applied to music education in the Madison schools prohibits choruses, ensembles, or groupings of any kind that are formed on the basis of sex. Selection criteria in vocal music can be based on range and quality of voice, or ability, but not sex. However, even if such a group were comprised solely of girls, it may not be referred to as "Girls' Chorus." Music awards; i.e., scholarships, honor awards may not be limited to one sex, or granted on the basis of sex.

Analysis

Course Offerings:

(1) If there is a class or course of study that has a disproportionate number of members of one sex, the school is required to assure that the disproportion does not stem from discriminatory counseling practices by either teachers or guidance counselors.

In music education this means that males must be as fully informed about course offerings in chorus as girls, and girls must be encouraged to play the drums as much as boys are encouraged.

(2) Course descriptions may not state that a course is solely or primarily for persons of one sex. All courses must be described in neutral terms. (The use of the generic "he" or "she" must be avoided in favor of terms as "students.")

Glee club and chorus no longer can be called "Boys' Chorus" or "Girls' Glee Club." Sex cannot be the prerequisite for membership. However, vocal range and quality are valid, non-sexist criteria for inclusion into a particular group.

(3) Choruses may be restricted to students with voices of a predetermined quality, vocal range, or ability.

Teachers may group or select students for performance groups by discriminating on the basis of vocal quality; i.e., restrictions to bass and tenor voices or soprano and alto, even if it results in a group of either boys or girls. Teachers need to be certain, however, that the criteria for selection on placement is understood by the students and then fairly administered. It is important to note that even though a group

be formed from such vocal criteria that is predominantly, or entirely, of one sex, it may not be called a "Girls' Chorus" or a "Boys' Glee Club." Titles of courses or activities that indicate gender are a subtle form of discrimination.

PHYSICAL EDUCATION

The Regulation As It Applies to Course Offerings

Section 86.34 of the Title IX Regulation states that we may not:

(1) Provide any course or otherwise carry out any education program or activity separately on the basis of sex.

(2) Require or refuse participation therein of any students on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music, and adult education courses.

(a) With respect to classes and activities in physical education at the elementary school level, the recipient shall comply fully with this section as expeditiously as possible but in no event later than July 21, 1976 from the effective date of this regulation. With respect to physical education classes and activities at the secondary and post-secondary levels, the recipient shall comply fully with this section as expeditiously as possible but in no event later than July 21, 1978 from the effective date of this regulation.

(b) This section does not prohibit grouping of students in physical education classes and activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports, the purpose of major activity of which involves bodily contact.

(d) Where use of a single standard of measuring skill or progress in a physical education class has an adverse effect on members of one sex, the recipient shall use appropriate standards which do not have such effect.

(e) Portions of classes in elementary and secondary schools which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

Analysis

The physical education curriculum provided to students in the Madison Public Schools is an integral portion of the total education program.

Good physical education programs can:

- Help students develop positive feelings about their own self-worth.
- Help students develop positive attitudes toward accepting and valuing the abilities and feelings of others.
- Help students recognize sex role stereotyping and ways of eliminating it in their behavior.
- Increase student awareness of prejudicial behavior.
- Provide rich socializing/interactive experiences that can immediately serve to help prevent sexism.

Physical education should be an important contribution to the educational program of all students; it can provide all students with learnings transferable to other school and life experiences. Too frequently, however, we have provided physical education differentially on the basis of sex. By providing different required or elective curricula or activities for males and females, we limit opportunities of all students. This sex differentiation communicates stereotyped expectations to both male and female students and can have the effect of limiting their opportunities for exploring the full range of physical education activities and programs which can contribute to their optimal physical and personal development.

The Title IX Regulation addresses these concerns in its prohibition of sex segregation and discrimination in physical education programs. It provides that physical education classes may not be conducted separately on the basis of sex and that participation in physical education programs may neither be required or refused on the basis of sex. The Regulation acknowledges that required integration of physical education programs may

necessitate planning and modification of current administrative policies and practices. This process must begin immediately; however, elementary schools must be in full compliance with the Regulation by July 21, 1976; secondary schools by July 21, 1978.

These dates imply an adjustment period but not a waiting period. Active steps toward compliance must be taken during this time interval; such steps might include:

- Staff training and planning
- Curriculum revision
- Rescheduling
- Renovation of facilities or construction of additional facilities

The adjustment period may be used only if schools can demonstrate real barriers to immediate compliance. During this period it must ensure that physical education classes and activities which are separate are comparable for members of each sex.

The Title IX Regulation also specifies instances when students may be segregated by sex without violating the basic requirement for nondiscrimination. Sex segregation is neither prohibited or required when it results from:

(1) The grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance. (Use of such standards may result in groups composed primarily of students of one sex.)

(2) The separation of students during physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, baseball, softball, soccer, and other bodily contact sports.

(3) The separation of students for portions of classes which deal exclusively with human sexuality.

It is important to note that ability grouping or sex separation must be decided on an activity-by-activity basis. Objective standards legitimate for grouping students for volleyball are not the same as those useful for track and field activities, nor is it permissible to use a single general fitness standard for grouping in all activities. Further, separation of females and males for participation in contact sports may occur during that participation only; segregation of students for an entire semester because four weeks are spent in a unit on basketball would be in violation of the Regulation. The physical growth and development patterns of boys and girls would suggest that the likelihood of sex-segregated activities resulting from application of these guidelines would be very limited at the elementary school level and possibly more frequent at the secondary level.

The Regulation also requires that where a single standard for measuring skill or progress in a physical education class has an adverse impact on members of one sex, a different standard or standards which do not have such effect must be used. Either separate standards must be adopted for girls and boys or a single standard measuring individual improvement must be used. The ultimate goal of program modifications at all levels would be to eliminate the arbitrary imposition of differential requirements which are based exclusively on the sex of students without regard for student interest or ability or for the goals of physical education for all students.

Programs of intramurals are treated in the Regulations as "athletics" and are given the same rules as interscholastics. Separate teams or a single-sex team may be formed if the activity is a contact sport or if the participants are chosen on the basis of competitive skill. Where intramural activities are non-contact such as golf, tennis, volleyball, or gymnastics, the program must be coeducational. "Separate, but equal" is not enough.

Summary

The regulations governing physical education are the same as those affecting all other courses except sex education. They state that:

(1) No course offerings may be conducted separately on the basis of sex.
(2) No student may be required to participate in any course on the basis of sex.
(3) No student may be refused participation in any course offering on the basis of sex.

In organizing courses in physical education we can:

(1) Group by student ability.
(2) Group by sex for contact sports.
(3) Segregate intramural teams selected by competitive skill.

(4) Conduct classes with a disproportionate number of one sex.
(5) Permit students to elect courses.
(6) Offer courses that have greater appeal to one sex.

We cannot:

(1) Group by sex.
(2) Offer separate courses.
(3) Provide uncomparable facilities.
(4) Use sex-biased measurement standards.
(5) Justify segregated programs as "separate but equal."
(6) Counsel students into certain classes for reasons based on sex.
(7) Deny participation for reasons of pregnancy, childbirth.
(8) Base behavior expectations on sex.
(9) Conduct separate intramural programs.

ATHLETICS

The Regulation As It Applies to Athletics

Section 86.41 of the Title IX Regulation requires that:

(1) General. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient (of federal funds - MMSD) and no recipient shall provide any such athletics separately on such basis.

(2) Separate Teams. Notwithstanding the requirements of paragraph (1) of this section, a school may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a school operates or sponsors no such team for members of the other sex, and athletic opportunities for members of that sex have been previously limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport. For the purposes of this Part, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball, and other sports, the purpose or major activity of which involves bodily contact. (The WIAA also includes soccer, baseball, and softball as contact sports.)

(3) Equal Opportunity. A school which operates or sponsors interscholastic, intercollegiate, club or intramural athletics shall provide equal athletic opportunity for members of both sexes. In determinign whether equal opportunities are available, the Director of Civil Rights will consider, among other factors:

(a) Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both sexes.
(b) The provision of equipment and supplies.
(c) Scheduling of games and practice time.
(d) Travel and per diem allowance.
(e) Opportunity to receive coaching and academic tutoring.
(f) Assignment and compensation of coaches and tutors.
(g) Provision of locker rooms, practice, and competitive facilities.
(h) Provision of medical and training facilities and services.
(i) Provision of housing and dining facilities and services.
(j) Publicity.

Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams if a school operates or sponsors separate teams will not constitute noncompliance with this section, but the Office of Civil Rights may consider the failure to provide necessary funds for teams for one sex in assessing equality of opportunity for members of each sex.

(4) Adjustment Period. A school district which conducts interscholastic athletics at the secondary school level shall comply fully with this section as expeditiously as possible but in no event later than July 21, 1978.

The major concern for schools in implementing the Title IX Regulation in athletic programs is the issue of what constitutes "equal opportunity." The following information will highlight three key areas for such concern.

(1) Financial Support:

- It is the impact of school athletic expenditures which must be assessed in evaluating equality of opportunity and compliance with Title IX. Although equal aggregate expenditures are not required, the pattern of expenditures should not result in disparate effects on athletic opportunities for either females or males.

- Financial resources must be allocated as necessary to provide equipment, supplies, facilities, and opportunities for participation and competition which equally accommodate the athletic interests and abilities of both males and females.

- Equality of opportunity for both sexes must be provided without regard to possible differences in expenditures which might occur because of differences in equipment required or in spectator interest.

(2) Treatment of Students:

- Athletic codes, regulations, and policies for girls and boys athletic programs (excepting game rules) must be free from differentiation on the basis of sex. Examples are supervision, behavior rules, criteria for participation and award eligibility, and medical examination and injury treatment.

- Length of sports seasons, number of games and tournaments must be comparable for both sexes.

- Practice and game facilities, equipment, and time must be allocated fairly between the sexes.

- Males and females must receive equal recognition for athletic achievement; this includes the nature of the award (size, appearance, value, etc.) and the manner in which it is presented (pep assembly, news media, etc.).

- Students may not be denied coaching, instruction, training, or other supervision (except in the locker rooms) by a person of the opposite sex, nor may a person be prevented from coaching, instructing, training, or otherwise supervising students of the opposite sex.

(3) Scholarships:

- Equal opportunity in the provision of athletic scholarships must exist. Section 86.37(a) of the Regulation provides that "reasonable opportunities" for athletic scholarships should be in proportion to the number of students of each sex participating in interscholastic athletics.

- Following the approach of permitting separate teams, section 86.37(c) of the regulation permits the overall allocation of athletic scholarships on the basis of sex. No such separate treatment is permitted for non-athletic scholarships.

- Neither quotas nor fixed percentages of any type are required under the regulation. Rather, the school is required to take a reasonable approach in its award of athletic scholarships, considering the participation and relative interests and athletic proficiency of its students of both sexes.

- If a school decides not to make an overall proportionate allocation of athletic scholarships on the basis of sex, and, thus, decides to award such scholarships by other means such as applying general standards to applicants of both sexes, institutions should determine whether the standards used to award scholarships are neutral; i.e., based on criteria which do not inherently disadvantage members of either sex. There are a number of "neutral" standards which might be used, including financial need, athletic proficiency, or a combination of both. For example, an institution may wish to award its athletic scholarships to all applicants on the basis of need after a determination of a certain level of athletic proficiency. This would be permissible even if it results in a pattern of award which differs from the relative levels of interests or participation of men and women students so long as the initial determination of athletic proficiency is based on neutral standards. However, if such standards are not neutral in substance or in application

then different standards would have to be developed and the use of the discriminatory standard discontinued. For example, when "ability" is used as a basis for scholarship award and the range of ability in a particular sport, at the time, differs widely between the sexes, separate norms must be developed for each sex.

(4) Forming Athletic Teams:

. Equality of athletic opportunity, with respect to selecting them, can occur by either providing separate male and female teams or by combining both sexes into one team.

Determination of whether a specific sport should be offered on a separate-team or unitary-team basis must be made according to the criterion of effective accommodation of the interests and abilities of members of both sexes. For example, if significant numbers of both males and females express an interest in a particular sport, but few women are able to qualify for membership on a unitary team, their interests and abilities are not effectively accommodated through the provision of a unitary team. In such a situation, separate teams will be required, even if the sport involved is a contact sport.

Several additional points are important to an understanding of the requirements as they relate to the issue of team composition or eligibility:

. If an institution maintains only a single-sex team in a non-contact sport for which membership is based upon competitive skill, students of the sex for which no team is provided must be allowed to try out for membership on the single-sex team if overall athletic opportunities have been limited for members of the excluded sex. (For example, if there is a boys' swim team, interested girls must be allowed to try out for that team provided that overall athletic opportunities for girls have been limited. By contrast, if there is a girls' archery team but no boys' archery team, interested boys may not try out for the girls' team unless boys' total opportunities for participation in competitive sports have been more limited than girls'.)

. Students may not be excluded on the basis of sex from participation in a sport offered at the intramural, club, or interscholastic team level, even though it may be a contact sport or a sport in which teams are selected on the basis of competitive skill, if sufficient interest exists among members of the sex that would otherwise be excluded to form a separate team and if there are fewer opportunities for members of that sex to participate in athletics at the level of competition in question.

. If teams are provided on a sex-separated basis, these teams may not be subject to sex-differentiated regulations (not including game rules), particularly with respect to scheduling, supervision, or criteria for eligibility, including medical examination or scholastic average.

. The length of a season, including the number of opportunities to compete and the number of opportunities to compete before an audience, may not differ for boys' and girls' teams in the same sport. Competitive events in the same sport may, however, be scheduled at different times. (For example, the girls' golf team may compete in the fall while the boys' golf team competes in the spring, or girls' basketball may be scheduled on Friday night and boys' on Saturday morning.)

(5) Assignment/Availability of Coaches and Related Services:

. The Regulation prohibits differentiation on the basis of sex in the assignment and compensation of coaches. Accordingly, students may not be denied coaching, training, or other supervision (except in locker rooms) by a person of the opposite sex. Similarly (as provided in the employment requirements of the Regulation), a person may not be prohibited from coaching, instructing, training, or otherwise supervising (except in locker rooms) students of the opposite sex.

VOCATIONAL EDUCATION

The Regulation As It Applies to Vocational Education

The primary goal of courses and programs in vocational education is to prepare students with the knowledge, attitudes, and skills that they will need for carrying out adult work roles--both those necessary for maintenance of self and family and those necessary for participation in the paid work force. School programs must be organized and implemented in ways that ensure that students are free to choose their life and work goals on the basis of their individual values, interests, and abilities.

Frequently, however, vocational education programs and courses have operated to limit the development of students' interests and abilities. Vocational education has largely reflected and maintained traditional societal norms and expectations regarding appropriate life and career roles for females and males.

National statistics on enrollments in vocational education document the existence of traditional societal norms or sex-role stereotypes. Although in FY 1972, 55 percent of all enrollees in vocational education programs were women, 73.4 percent of all women enrolled received vocational training in either consumer and homemaking (45.4 percent) or office (28.0 percent) occupations. By contrast, 58.4 percent of the male students obtained training in technical, industrial, or agricultural skills. Further analysis of the data according to the 136 instructional categories within the various programs shows additional evidence of sex-role stereotyping. Seventy-one percent (97 categories) had enrollments of at least 75 percent one sex or the other, and almost half (66 categories) had enrollments that were over 90 percent one sex or the other. The only category that indicated a somewhat balanced enrollment by sex was programs in the distribution of goods and services.

Although there have been fewer efforts to document sex discrimination in local schools or programs of vocational education, evidence does suggest that local practices function to deny comparable access and quality to boys and girls. In large school districts, it has not been uncommon to find sex-segregated vocational high schools or the use of different criteria for admissions to training. Studies have documented that the jobs for which girls are trained are not only more restricted in number but are also lower paying than jobs for which boys are prepared. In one major city, the expected wages for trades taught at the trade school for girls were 47 percent less than those for trades taught at the boy's trade school.

Sex stereotyping in vocational education thus has clear economic outcomes. Stereotyping in vocational education and related courses also has more subtle social outcomes. If female students are required to take home economics and males to take industrial arts in order to graduate from high school, both males and females are receiving clear messages about appropriate life and home roles.

The Title IX Regulation applies to vocational education as provided in two kinds of programs:

> Those courses and programs related to students' vocational education which are provided in elementary-secondary schools which are not exclusively schools of vocational preparation.

Examples of these courses and programs include home economics, shop, business, distributive education, cooperative education programs, etc. These courses must be provided in nondiscriminatory fashion; they are covered under the section of the Regulation which deals with access to courses. This section specifies that no student may, on the basis of sex, be:

- Required to enroll in any course or given preference in course enrollment,
- Excluded from a course.
- Provided differential assignments, materials, services, or other treatment.
- Provided differential opportunity for participation in work/study, cooperative education, distributive education, or other related programs.

> Those vocational, industrial, and other programs provided in vocational schools.

Vocational schools are treated differently in the Regulation from other elementary and secondary schools in that they are covered by the admissions section, which prohibits sex discrimination in any aspect of the admissions process. In addition, those sections of the Regulation prohibiting sex discrimination in the treatment of students or employees apply to vocational schools as they do to other schools operated by local education agencies.

Section 86.46 of the Title IX Regulation which deals with counseling, significantly affects courses of vocational education. It requires that no student may, on the basis of sex, be:

. Provided counseling services which differentiate by sex in career counseling; differentiate by sex in personal counseling, suggest the appropriateness of courses by sex.

. Provided counseling or testing instruments which require different treatment of results or separate classifications of occupations by sex.

. Provided materials that state or imply, directly or through omission, that certain academic, career, or personal choices are more appropriate for one sex than the other.

. Assigned to members of the counseling staff solely on the basis of sex.

TREATMENT OF STUDENTS

The Regulation As It Applies to Treatment of Students (Treated here only in part)

Schools, in providing any aid, benefit or service to a student shall not, on the basis of sex:

(1) Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service.

(2) Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner.

(3) Deny any person any such aid, benefit, or service,

(4) Subject any person to separate or different rules of behavior, sanctions, or other treatment.

(5) Discriminate against any person in the application of any rules of appearance .... (6 is omitted as not relevant to local education agencies.)

(7) Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit, or service to students.

(8) Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Analysis

Schools may not:

(1) Discriminate on the basis of sex in the provision of aid, benefits, or services to students. All aid, benefits, and services must be provided equally to males and females. It would thus be illegal for a school to:

(a) Treat female and male students differently in agency/school employment.

(b) Operate or sponsor employment assistance or job placement services which list requests for employment referral by sex.

(c) Operate separate extracurricular activities for male and female students. This includes such activities as Future Farmers of America, Future Homemakers of America, drill teams, cheerleaders, glee clubs, and choruses (which may be organized on the basis of vocal range), pep clubs, stage crews, audio visual aides, crossing guards, hall monitors, and pupil aides.

(d) Bestow honors or awards on the basis of sex. For example, if letters are awarded to male musicians, then they must be awarded to female musicians. Honor societies and letter clubs must be open equally to female and male students. Awards may not be given to the "outstanding boy" and "outstanding girl;" they must be presented to outstanding students selected on the basis of objective criteria. Such students may be either male or female. Criteria for selection of students for honors must be the same for students

of both sexes. For example, it is discriminatory to establish a higher grade point average for members of one sex than for the other for eligibility for honor society membership.

(e) Permit the use of school facilities (such as music rooms, art studios, home economics classrooms, or shops) by male or female students differentially, according to different criteria, or under different conditions. If a girl may use a foods lab without supervision, then a boy must have the same option. If a boy may have unlimited use of shop equipment, then the girl student must have similar use.

(f) Or to otherwise differentiate between females in the provision of aid, benefits, or services.

(2) Sex discrimination in rules of behavior, sanctions, or other treatment, or in the application of such rules.

Included are such regulations as those governing length of hair, the wearing of blue jeans, smoking, using profanity, etc. Not only must such rules be the same for males and females, but they must be applied without regard to sex. Penalties and punishments for violations must be the same for females and males. If males are suspended for smoking, females should be suspended under the same conditions.

These are only a few examples of the discriminatory treatment of male and female students prohibited under Title IX. It is the intent of Title IX Regulation to require the review of all institutional policies and programs which affect the treatment of students in extra-academic activities and programs.

EMPLOYMENT

The Regulation

Title IX of the Federal Education Amendments Act of 1972, through the regulations promulgated by the Office for Civil Rights of the Department of Health, Education and Welfare, sets forth comprehensive prohibitions of discrimination in the employment policies and practices of education institutions receiving federal financial assistance.

This bulletin will help the reader to understand the responsibilities of the Madison Public Schools in its employment practices and policies as they are required by law. The legal mandates are presented here under the heading of "General" and "Specific" Requirements. The information, and to a large degree the text itself, has been taken from the following sources:

- American Association of School Administrations, Sample Policy for Sex Equality in Education, 1976.
- Federal Register, Final Title IX Regulation Implementing Education Amendments of 1972, Vol. 40, No. 108, June 4, 1975.
- Matthews, Martha and Shirley McClure, Complying With Title IX: Implementing Institutional Self-Evaluation, Resource Center on Sex Roles in Education, National Foundation for the Improvement of Education, 1976.
- Office of Civil Rights, Manual on Enforcing Title IX Regulations, Department of Health, Education and Welfare, Washington, D.C.

§86.51 Employment

General:

(1) No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefor, whether full-time or part-time, under any education program or activity operated by a recipient which receives or benefits from federal financial assistance.

(2) A recipient (of federal funds; e.g., school district) shall make all employment decisions in any education program or activity operated by such recipient in a nondiscriminatory manner and shall not limit, segregate, or classify applicants or employees in any way which could adversely affect any applicant's or employee's employment opportunities or status because of sex.

(3) A recipient shall not enter into any contractual or other relationship which directly or indirectly has the effect of subjecting employees or students to discrimination prohibited by this Subpart, including relationships with employment and referral agencies, with labor unions, and with organizations providing or administering fringe benefits to employees of the recipient.

(4) A recipient shall not grant preferences to applicants for employment on the basis of attendance at any educational institution or entity which admits as students only or predominantly members of one sex, if the giving of such preferences has the effect of discriminating on the basis of sex in violation of this ... (Regulation).

The requirements apply to all aspects of our employment operation, including but not limited to, recruitment, advertising, application processes, promotion, termination, layoffs, wages, fringe benefits, job assignments, training programs, employer sponsored programs, social or recreational programs, and any other term, condition, or privilege of employment.

Specifics:

Section 86.51 also delineates the specific areas of employment policy and practices to which the above provisions apply. Discrimination is prohibited in:

(1) Recruitment, advertising, and the process of application for employment.
(2) Hiring, upgrading, promotion, tenure, demotion, transfer, layoff, termination, application of nepotism policies, right of return from layoff, and rehiring.
(3) Rates of pay or any other form of compensation.
(4) Job assignments, classifications and structure, including position descriptions, lines of progression, and seniority lists.
(5) The terms of any collective bargaining agreement.
(6) Granting and return from leaves of absence, leave for pregnancy and related conditions, leave for persons of either sex to care for children or dependents.
(7) Fringe benefits.
(8) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, selection for tuition assistance, sabbaticals, and leaves of absence to pursue training.
(9) Employer-sponsored activities, including social or recreational programs.
(10) Any other term, condition, or privilege of employment (§86.51(b)).

Employment Criteria. A recipient may not administer any test or other criteria for employment opportunity which has a disproportionately adverse effect on persons on the basis of sex unless it is shown to validly predict successful performance in the position in question and alternative tests or criteria are not available (§86.52).

Recruitment. A recipient may not discriminate on the basis of sex in the recruitment and hiring of employees. When a recipient is found to be presently discriminating on the basis of sex (or to have so discriminated in the past), it will recruit members of the sex so discriminated against so as to overcome the effects of past or present discrimination. A recipient may not recruit primarily at entities which furnish as applicants predominantly members of one sex (§86.53).

Compensation. A recipient may not, on the basis of sex, make distinctions in rates of pay of other compensation which result in the payment of wages to employees of one sex at a rate less than that paid to employees of wages to employees of one sex at a rate less than that paid to employees of the other sex for equal work on jobs the performance of which requires equal skill, effort, and responsibility and which are performed under similar working conditions (§86.54).

Job Classification. A recipient may not:

- Classify a job as being for males or females.
- Maintain separate lines of progression, seniority lists, career ladders, or tenure systems based on sex.
- Maintain separate lines of progression, etc. which classify persons on the basis of sex unless sex is a bona fide occupational qualification for the positions in question (§86.55).

Fringe Benefits. Under this Regulation, fringe benefits means any medical, hospital, accident, life insurance, or retirement benefit, service, policy or plan, any profit-sharing or bonus plan, leave, and any other benefit or service of employment. A recipient shall not:

- Discriminate on the basis of sex with regard to making fringe benefits available to employees, or make fringe benefits available to spouses, families, or dependents of employees differently upon the basis of the employee's sex.
- Administer, operate, offer, or participate in a fringe benefit plan which does not provide either for equal periodic benefits or equal recipient contributions to the plan for members of each sex.
- Participate in a pension or retirement plan which establishes different optional or compulsory retirement ages based on sex or which otherwise discriminates on such basis (§86.57(a)(b)).

Marital or Parental Status. A recipient may not:

- Take any employment action concerning the potential marital, parental, or family status of an employee or applicant which treats persons differently on the basis of sex, or
- Which is based upon whether an employee or applicant is the head of household or principal wage earner (§86.57(a)).

Pregnancy. A recipient may not discriminate against or exclude from employment any employee or applicant on the basis of pregnancy or related conditions. Pregnancy and all related conditions must be treated as any other temporary disability for all job-related purposes, including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and reinstatement, and under any fringe benefits offered to employees. If a recipient does not maintain a leave policy for its employees, pregnancy and related conditions must be treated as a justification for a leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status which she held when the leave began, or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities (§86.57(b)(c)(d)).

Pre-employment Inquiries. A recipient may not make pre-employment inquiry as to the marital status of an applicant for employment. A pre-employment inquiry as to applicant's sex may be made, but only if such inquiry is made equally of applicants of both sexes and if the results of the inquiry are not used to discriminate (§86.60(a)(b)).

Sex as a Bona Fide Occupational Qualification. Recipients may make employment decisions prohibited by the Regulation provided they can demonstrate that sex is a bona fide occupational qualification which is essential for carrying out job responsibilities. Such action cannot be based on alleged characteristics or stereotyped characterizations of one or the other sex, or on preference based on sex of the recipient, employees, students, or other persons. This does not prevent consideration of an employee's sex in relation to employment in a locker room or toilet facility used only by members of one sex (§86.61).

Summary

Title IX is the first comprehensive federal nondiscrimination law covering sex discrimination in education. Its requirements provide criteria against which administrators, teachers, parents, and students must examine the programs, policies, and organizational structure of their school programs and correct things which are forms of sex discrimination.

By law, a student or parent may seek redress for any suspected sex discrimination act by filing a grievance with the Office of the Title IX Compliance Coordinator. (The grievance procedure has been published in the April 1976 issue of Staff News.) Such complaints may also be filed with the Office for Civil Rights for investigation.

APPENDIX E

EXAMPLES OF INTERNAL GRIEVANCE PROCEDURES

As previously indicated, this particular item received the greatest response from practicing affirmative action officers. However, due to the omission of the word "internal" in the request, the material presented had a wide range in terms of usability for this Directory. What we were looking for was a document developed by an organization to be used internally in cases of alleged discrimination based on color, sex, race, religion, age, national origin, or any other form of discrimination prohibited by federal law. In general, such procedures are designed to give the institution an opportunity to resolve allegations of discrimination without recourse to the more complicated and time consuming procedures of external agencies. "We want to take care of our own," is another way of putting it.

The examples here represent a university and a city government and were chosen because they demonstrate similarities as well as important differences among institutions. (We have already seen how the absence of a procedure was a critical factor in an adverse judgement against one institution.) Some organizations have one procedure which covers all classes of employees and students. Others may have a separate procedure for each class of its constituency. Some do not have internal procedures at all but have bargained them into their agreements with unions. Some organizations permit simultaneous filing of grievances with internal and external bodies (with preference on filing internally, of course) at the option of the complainant. In some, the grievance can be filed internally only if the classified or otherwise union-covered employee fails to get satisfaction through collectively bargained process.

Some procedures are very legalistic in language and construction while others consist of one triple-spaced typed page. Whatever their length, however, they all tend to follow the similar pattern of proceeding from the simple to the complex; that is, from the most immediate supervisor up to a committee, chief executive officer, or board of trustees or directors. Colleges and universities tend to have more complicated procedures than local governments which, in turn, have more complex procedures than private corporations. One company's procedure consisted entirely of a 24-hour "Hot Line" with a prerecorded message asking the complainant to leave a message and expect to hear from the affirmative action officer for an investigation. What is important is not the length or complexity of the procedure, but whether it works efficiently and effectively to resolve the complaint.

State University of New York at Albany

Introduction

The State University of New York at Albany, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, is adopting a grievance procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability or marital status.

This procedure, which may be used by any University student or employee, is in no way intended to supplant or duplicate any already existing grievance procedure, including the informal resolution process presently in practice on many campuses. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards, and any other procedures defined by contract or local by-laws will continue to operate as before. Neither does this procedure in any way deprive a grievant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the Department of Health, Education and Welfare, or the Wages and Hours Division of the Department of Labor.

Rather, this Grievance Procedure for the Review of Allegations of Illegal Discrimination provides an additional mechanism through which the University may identify and eliminate incidents of illegal discrimination, as well as clear the University of unfounded charges. The University recognizes and accepts its responsibility in this regard and believes that the establishment of this internal non-adversary grievance process will benefit students, faculty, staff and administration alike, permitting investigation and resolution of problems without resort to the frequently expensive and time-consuming procedures of state and federal enforcement agencies or courts.

Requirements for Filing Grievances

1. A grievance must be submitted in writing on forms provided by the Affirmative Action Office of State University of New York at Albany (see Appendix G).

2. Employees must file a grievance within 45 calendar days following the alleged discriminatory act or the date on which the grievant first knew or reasonably should have known of such act if that date is later. Students must file a grievance within 45 calendar days following the alleged discriminatory act or 45 calendar days after a final grade is received, if that date is later.

3. Grievances must be filed with the campus Director of Affirmative Action or the Associate Director. (These persons are hereinafter referred to as the Affirmative Action Office).

Procedures for Processing Grievances

1. The Affirmative Action Office shall receive any complaint of alleged discrimination, shall assist the grievant in defining the charge, and shall provide the grievant with information about the various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

2. If the grievant chooses to use this Grievance Procedure for the Review of Allegations of Illegal Discrimination, the Affirmative Action Office shall assist the grievant to fill out the appropriate form, signing and dating a copy of the completed form for the grievant. The Affirmative Action Office shall provide the respondent with the charge and the supporting documents, assist him/her in interpreting the charge, and suggest a format for responding to the charge. The Affirmative Action Office shall likewise advise the respondent of the consequences and implications of his/her position and actions.

3. The Affirmative Action Office shall seek to resolve the complaint informally and shall have the right to all relevant information and to interview witnesses, including the right to bring together grievant and respondent, if desirable. If a resolution satisfactory to both grievant and respondent is reached within 31 calendar days through the efforts of the Affirmative Action Office, the case shall be closed. A written notice shall list findings and indicate the agreement reached and shall be signed and dated by the grievant, the respondent, and the Affirmative Action Office. The original of the agreement shall be attached to the original complaint form in the office file and signed copies provided to both the grievant and respondent.

4. If the Affirmative Action Office encounters difficulties in arriving at an informal resolution, the appropriate Vice-President will be forwarded the findings of fact and requested to make a judgement within five working days.

5. If the Affirmative Action Office is unable to resolve the complaint to the mutual satisfaction of the grievant and respondent within 31 calendar days, the Affirmative Action Office shall so notify both grievant and respondent, advising the grievant of his or her right to proceed to the next step internally or to file with appropriate enforcement agencies immediately.

6. If a formal complaint with a state or federal agency or a court action is filed by the grievant, any internal investigation or review underway on the same complant will terminate without conclusion, except that if internal investigation is prolonged to the point that the statute of limitation for filing with outside agencies may be exceeded (180 days for EEOC and OCR complains; 365 days for Division of Human Rights complaints), a charge may be filed with the appropriate agency without interruption of the internal procedure.

7. The grievant's request to proceed further, together with a statement from the Affirmative Action Office indicating that informal resolution was not possible, shall be forwarded to the Grievance Chairperson of the University Commission for Affirmative Action (UCAA) within five days. (That Chairperson shall be someone other than the Affirmative Action Office).

8. Within seven calendar days of receipt, the Grievance Chairperson shall notify the grievant and the President that a review of the matter shall take place by an ad hoc Tripartite Committee to be jointly selected by the grievant and the President from a pre-selected panel of administrators, faculty, employees and students recommended to the President by the UCAA Subcommitee on Grievances to hear discrimination complaints. (It shall be the responsibility of UCAA to establish such a panel each year).

9. The ad hoc Tripartite Committee shall consist of one member of the pre-selected panel chosen by the President, in consultation with the respondent if one can be identified, one member chosen by the grievant, and a third, who shall chair the Committee, chosen by the two designees. Selection must be completed and written notification of designees submitted to the Grievance Chairperson of the UCAA within seven calendar days.

10. The Tripartite Committee shall review the matter, as appropriate, and shall have the right to all available relevant information and to interview witneses, including the right to bring together grievant and respondent, if desirable. Both grievant and respondent shall be permitted rebuttal to the written record compiled by the Tripartite Commitee.

11. Within 21 calendar days from the formation of the Tripartite Committee, the Chairperson of said committee shall submit an opinion to the campus President as to whether or not discrimination has occurred.

12. If a Tripartite Committee cannot be selected within seven days, either because the grievant cannot select a member of the panel or the two selected panel members cannot agree on a third member, the Grievance Chairperson of the UCAA (and, in the latter case, the grievant), shall be notified the following business day.

13. The grievant may, in such cases, request that an outside hearing officer review the charge. Such request must be made in writing by the grievant to the UCAA Grievance Chairperson within five days from notification that a campus Tripartite Committee cannot be formed.

14. The request for an outside hearing officer shall be made in writing by the grievant to the Grievance Chairperson of the UCAA. The Grievance Chairperson shall submit a written statement within five days to the SUNY Assistant Vice Chancellor for Affirmative Action requesting that an outside hearing officer be appointed. The written request shall include a copy of the original grievance statement and the reason an outside hearing officer is being requested. An Affirmative Action Officer from another SUNY campus shall be assigned as hearing officer.

15. The Assistant Vice Chancellor for Affirmative Action shall designate a hearing officer within seven calendar days of receipt of the written request.

16. The hearing officer shall conduct a review and shall submit an opinion to the President within 21 calendar days from the date of appointment. The hearing officer shall have the right to all relevant information and to interview witnesses, including the right to bring together grievant and respondent, if desirable.

17. The President or designee shall communicate the opinion of the Tripartite Committee or of the hearing officer verbatim and in writing to the grievant, the respondent, and to the Affirmative Action Office within seven calendar days together with a statement indicating acceptance or rejection of the Committee's recommendation. The Grievance Chairperson shall be notified that a decision has been rendered. The President will indicate a decision either to dismiss the charge for lack of evidence that unlawful discrimination has occurred or to discuss appropriate redress with the grievant if unlawful discrimination has been found.

Off Campus Resolution of Grievances

If the grievant is dissatisfied with the President's response, either because of a negative finding or disagreement over what constitutes appropriate redress, the grievant may file a formal complaint with the appropriate state or federal agency. The campus Affirmative Action Office will provide information on state and federal guidelines and laws and names and addresses of enforcement agencies.

Further Provisions on Time Limits:

1. All of the time limits contained above, with the exception of the 45 day limit on the initial filing of grievances, may be extended by mutual agreement of the grievant and the President or his designee.

2. If the University,or designee thereof, at any step fails to review and/or respond within the time limits provided, the grievant may proceed to the next step.

3. If the grievant fails to respond within the time limits provided, the grievance shall be deemed to have been withdrawn.

4. In the event of a question of the timeliness of any grievance, grievance appeal or response, the dating and signing of the document shall be determinative. Any notices or documents sent by mail must be sent as registered mail and date of receipt shall be determinative.

STATE UNIVERSITY OF NEW YORK AT ALBANY
AFFIRMATIVE ACTION OFFICE

CHARGE OF ALLEGED DISCRIMINATION

THIS FORM IS TO BE USED BY STUDENTS, FACULTY, STAFF AND ADMINISTRATORS TO FILE A CHARGE OF DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR MARITAL STATUS.

(PLEASE PRINT OR TYPE)

1. YOUR NAME: _____ CAMPUS PHONE: _____ HOME PHONE _____

CAMPUS ADDRESS: _____ STATUS (CIRCLE APPROPRIATE): FACULTY STAFF

GRADUATE UNDERGRAD OTHER: _____

HOME ADDRESS: _____ _____

_____

(CITY, STATE AND ZIP CODE)

. . . . . .

2. ALLEGED DISCRIMINATION WAS BASED ON (CHECK AS MANY AS YOU BELIEVE APPLY):

RACE OR COLOR _____ SEX _____ MARITAL STATUS _____

RELIGION _____ AGE _____

NATIONAL ORIGIN _____ DISABILITY _____

3. (A) HAVE YOU FILED THIS CHARGE WITH A FEDERAL, STATE OR LOCAL GOVERNMENT AGENCY? YES____ NO____

IF YES WHEN? _____ , AGENCY IDENTITY _____,
MONTH DAY YEAR

ADDRESS _____ CONTACT: _____

(B) HAVE YOU INSTITUTED A SUIT OR COURT ACTION ON THIS CHARGE? YES ____ NO____

IF YES WHEN? _____ COURT IDENTITY _____,
MONTH DAY YEAR

ADDRESS _____ CONTACT _____

4. ALLEGED DISCRIMINATION TOOK PLACE ON OR ABOUT: MONTH_____DAY_____YEAR_____

CHECK HERE IF ALLEGED DISCRIMINATION IS CONTINUING _____

. . . . . .

5. DESCRIBE BRIEFLY THE ACT WHICH OCCURRED AND YOUR REASON FOR CONCLUDING THAT IT WAS DISCRIMINATORY. (CONTINUE ON BACK AND USE EXTRA SHEET IF NECESSARY): _____

_____

_____

_____

_____

_____

6. I SWEAR OR AFFIRM THAT I HAVE READ THE ABOVE CHARGE AND THAT IT IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

DATE: _____ _____
(SIGN YOUR NAME)

City of Cincinnati Personnel Department

EEO Office

COMPLAINTS PROCEDURE

Introduction

Described in this document is the official complaints procedure developed by the Equal Employment Opportunity Office, Personnel Department, City of Cincinnati. Employees of the City with EEO complaints are encouraged to use this process as their first official approach in resolving such complaints. Designed with the needs of such employees in mind, the procedure provides for assistance not available elsewhere.

The reasons for having a complaints procedure are several: (1) to assist in assuring equal employment opportunity regardless of race, color, sex, religion, age, handicap, national origin, or ethnic origin, (2) to provide the City with a mechanism for self-correction when employee complaints surface, and (3) to assure employees that work-connected problems or disagreements will be considered fairly and without undue delay and that an employee who presents a complaint in good faith and in a reasonable manner shall be free from any restraint or reprisal for doing so.

Purpose

The complaints procedure is intended to help employees discuss employment problems with their supervisors. Discussion provides a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments if necessary, and to foster better understanding. The supervisor and the employee, in every instance, are encouraged to try to resolve complaint matters between themselves.

The major purpose of any complaints procedure is to promote reaching the right decision, rather than determining who is right. Therefore, complaints must be considered objectively and in an atmosphere of mutual understanding. This cannot be done if a spirit of conflict enters into the considerations. Supervisor and employee alike must recognize the true purpose of this complaint procedure: to help establish a sound employment climate to enable each employee to perform better his or her duties and responsibilities.

Basic Model for the Complaints Procedure

The basic model for the complaints procedure is intended to encourage communication, dialogue, and problem-solving between the employee and the supervisor. Therefore, when an employee files and discusses a complaint with a counselor or staff person, the next steps will include discussion with the supervisor. Generally, the counselor or staff person will talk first with the employee, second with the supervisor, and third with both together. While there may be some variations depending on individual cases, this basic model will endure throughout the various steps of the complaint process.

Definitions

A complaint is defined as an employee's expressed dissatisfaction with some phase of his or her employment situation which is outside the employee's individual control. An EEO complaint has an added dimension in that the employee believes the dissatisfactory situation is due to discrimination on the basis of race or color, sex, handicap, age, national or ethnic origin, or religion.

General Provisions

Complaints procedures apply to all employees in service with the City of Cincinnati.

City time may be used to discuss complaints with supervisors, counselors, and Personnel Department staff provided there is no undue interruption of work. City time will also be used in cases which are presented to the EEO Hearing Board.

The complaints procedures are established for the benefit of employees, supervisors, and the municipal government and, therefore, should not be abused.

Referrals

Complaint records in the EEO Office show a significant number of complaints belonging in other jurisdictions such as the Civil Service Commission, the Unions, the Personnel Management Division, or the employee's own department. In addition, employees occasionally simply want guidance in a difficult situation.

The philosophy of the EEO Office is to grant each complainant an initial interview and to refer to other jurisdications when they are more appropriate. In addition to those named above, referrals are also sometimes made directly to the Personnel Director or the Public Employee Assistance Program.

When joint jurisdictions are involved, the EEO Office works in cooperation with the other jurisdiction.

Phases of the Complaint Procedure

Phase I: Counseling (10 working days)

The first phase in processing a complaint is counseling. Generally, this phase is done by the EEO Counselor and involves the following steps:

(1) The Counselor interviews the employee making a complaint for answers to the following:

(a) How was the employee unfairly treated?
(b) How were others treated differently?
(c) Who is the complaint against?
(d) What is the basis for the case?

EEO:

( ) Race or Color
( ) Sex
( ) Religion
( ) Age
( ) Handicap
( ) National Origin
( ) Ethnic Origin

Other: _____

(e) What resolution to the problem does the employee want?

(2) When the complaint does not have an EEO basis, the Counselor refers the employee to an appropriate jurisdiction when possible. The Counselor then proceeds directly to Step 6.

(3) When the complaint does have an EEO basis, the Counselor informs the employee of his or her rights to file with the Equal Employment Opportunity Commission and the Ohio Civil Rights Commission. The Counselor gives the employee a copy of "Your Equal Rights."

(4) The Counselor then interviews the supervisor to:

(a) Share the employee's complaint.
(b) Learn the supervisor's reasons for the action taken.
(c) Set the stage for a problem solving meeting between supervisor and employee.

(5) The Counselor next sits down with both parties to help with communication and problem solving. Basic steps in this process are as follows:

(a) Each item of the complaint shall be reviewed and discussed by both the employee and the supervisor.

(b) Policies, procedures, and practices which affect employees will be explained and discussed to lead to better understanding of each person's point of view.

(c) Free discussion to identify and remove causes of misunderstandings will be encouraged by the Counselor who can assist the process by using active listening, paraphrasing, and summarizing.

(d) As understanding of how to resolve the problem is achieved, a memorandum of understanding should be worked out between the employee and the supervisor. The memorandum should be as specific as possible, put in writing, dated, and signed by the employee, supervisor, and Counselor with copies to each. Examples of memorandum items are:

. "Employee and supervisor will meet once a week for the next two months to discuss employee's performance progress."

. "Supervisor will give employee a copy of all promotional examination announcements for (classification title)."

"Employee will receive special assignment pay for working at _____ tasks whenever required."

(6) Finally, the Counselor fills out the EEO 700 card and forwards it to the EEO Office along with a copy of the memorandum of understanding if one has been made.

The entire counseling process should be completed in ten working days from the time the employee files with the EEO Counselor.

Phase II: Involvement of EEO Office (35 working days)

Sometimes complaints require different and more complex attention than is possible in the counseling process. In such situations, involvement of the EEO Office is often advisable. Depending on the situation, office staff and the Counselor may team up or staff may carry the case alone. Also available as resources are the EEO Consultants at Large who are City employees with experience, training, and skills to deal with complex issues.

Examples of situations which may require involvement of the office include the following:

(1) The immediate supervisor is not responsive or the problem is not resolved at the counseling level and the complaint must be carried up the chain of command.

(2) The complaint resolution does not lie within the power of the employee's department and must go to another arena such as the Civil Service Commission.

(3) The complaint includes multiple issues and the professional skills of a personnel analyst are needed to sort them out.

Professional staff involved with complaints in the EEO Office include the Assistance Personnel Director, the Complaints Coordinator, and Personnel Analysts assigned to complaints. Weekly meetings allow for discussion and consultation. Each complaint is recorded in the complaints log and assigned a case number, face sheet, and file folder. Analysts are required to keep an ongoing written account of case actions as they are taken.

When a complaint has initially been handled by a Counselor, it may be useful for staff to interview the employee and the Counselor together, when possible, as an early step in analyzing the case. At any rate, ongoing discussion and consultation with the Counselor is recommended, including informing the Counselor of the outcome of the case.

A speedy and effective resolution continues to be the goal during this phase of the complaint. Analysts are encouraged to examine the complaint from all possible angles, check all policies and practices affecting the complaint, examine the employee's record and any other pertinent records, and consult with other City agencies as needed.

Ongoing progress of the complaint, including its outcome, is monitored by the Complaints Coordinator.

The EEO Office is located in Room 260 City Hall. The phone number is 352-3667.

Phase III: Equal Employment Opportunity Hearing Board (20 working days)

Some EEO cases of merit cannot be resolved solely with the help of EEO Counselors and staff. In such instances, the Assistant Personnel Director for Equal Employment Opportunity may refer the complaint to the EEO Hearing Board. No such referrals shall be made, however, until the department head of the employee making the complaint has been given opportunity to resolve the complaint at the department level.

Notice of referral shall be in writing to the Hearing Board with copies to the employee and department head. The first working day after receipt of notice by the Hearing Board Chairperson shall be the first day for this phase of the process.

The expectation is that the resources of the EEO Hearing Board will be called upon relatively rarely. However, its existence is vital to assure employees complaining on an EEO basis of due process with the City system.

The purpose of the Hearing Board is to hear the complaint in all its particulars, arrive at a judgment of the most appropriate decisions and/or actions to take, and to send this judgment to the City Manager in the form of a recommendation.

The five-member EEO Hearing Board shall include:

(1) One representative of the City Manager's office who will chair the proceedings.

(2) One representative of management who is of a minority race.

(3) One representative of management who shall be appointed directly by the City Manager.

The above three members shall be appointed directly by the City Manager.

(4) Two EEO Counselors to be appointed by the City Manager after receiving recommendations from the Assistant Personnel Director for Equal Employment Opportunity.

The members of the EEO Hearing Board shall serve two-year terms and may be reappointed. In case of a member's inability to serve, an alternate or a replacement, which is appropriate, shall be appointed.

The Hearing Board shall have at its disposal staff resources from the Personnel Development and EEO Division. These are to include assignment of one personnel analyst and one clerical support person to be staff for proceedings and other needed work. However, all members of the professional staff, including the Assistant Personnel Director, shall be available for informational briefings.

An attorney from the Solicitor's office shall also be available to provide legal consultation as needed.

CONDUCT OF EEO HEARING BOARD PROCEEDINGS

The Chairperson's Function

The EEO Hearing Board Chairperson is ultimately in charge of EEO Hearings. The Chairperson's function is to insure that proceedings are fair in form and in substance. The Chairperson shall not cast a vote on judgments unless there is a tie in which case the Chairperson's decision is final and binding. The written reports of the EEO Hearing Board shall be prepared by the Chairperson.

Opening Statements

Either the person filing the complaint (complainant) or that person's chosen representative may make an opening statement presenting the particulars of the complaint and the complainant's desired resolution. The person complained against (respondent) or that person's chosen representative may make an opening response including the respondent's desired resolution. Opening statements should not exceed five minutes each.

Order of Presentation

Each party orders its own presentation including putting on witnesses, to give the Hearing Board the best possible understanding of the case. Witnesses for one party may be questioned by the other party or that person's representative as well as by members of the Hearing Board. Witnesses will be isolated so they cannot hear each other's testimony.

Parties have 30 minutes each to present witnesses and other evidence. No more than five minutes should be used in questioning each witness. These time limits can be extended at the Committee's discretion.

Closing Statements

Both parties or their representatives may make closing statements of no more than five minutes each.

Judgments

After closing statements have been heard, a decision shall be made by the EEO Hearing Board regarding the most appropriate resolution of the case. The decision shall be based on a simple majority vote. In case of a tie, the deciding vote shall be cast by the Hearing Board Chairperson.

Communication

A written report summarizing the positions of both parties and the judgments and recommendations of the Hearing Board shall be prepared and forwarded to the City Manager.

If in agreement with the report, the City Manager may sign off on it and forward copies to both parties. The Manager may, on the other hand, modify or reverse the Hearing Board's recommendation. The decision of the City Manager is final.

APPENDIX F

U.S. GOVERNMENT OFFICES BY REGION AND DISTRICT

This appendix is intended to be used as a quick reference tool. The Editors have made use of such lists as, for example, when calling several OFCCP regional offices to make sure there is agreement about a matter initially referred to the local office.

U.S. DEPARTMENT OF LABOR

Office of Federal Contract Compliance Programs—

OFCCP/ESA Field Staff

States	Address	Telephone
Region:		
I.....Maine, New Hampshire, Massachusetts, Connecticut, Rhode Island, and Vermont.	OFCCP/ESA—Boston, U.S. Department of Labor JFK, Fed. Off. Bldg., Room 1612-C, Boston, MA 02203.	(617) 223-1559
II.....New York, New Jersey, Puerto Rico, and Virgin Islands.	OFCCP/ESA—New York, U.S. Department of Labor, 1515 Broadway, Room 3308, New York, NY 10036.	(212) 399-4978
III.....Pennsylvania, Maryland, Delaware, Virginia, West Virginia, and D.C.	OFCCP/ESA—Philadephia, U.S. Department of Labor, Gateway Bldg.—Room 15430, 3535 Market Street, Philadelphia, PA 19104.	(215) 596-1213
IV.....North Carolina, South Carolina, Kentucky, Tenessee, Mississippi, Alabama, Georgia, and Florida.	OFCCP/ESA—Atlanta, U.S. Department of Labor, 1371 Peachtree Street, Room 729, Atlanta, GA 30309.	(404) 881-4211
V.....Ohio, Indiana, Michigan, Illinois, Wisconsin, and Minnesota.	OFCCP/ESA—Chicago, U.S. Department of Labor, 230 South Dearborn Street, Room 1614, Chicago, IL 60604.	(312) 353-1929
VI.....Louisiana, Arkansas, Oklahoma, Texas, and New Mexico.	OFCCP/ESA—Dallas, U.S. Department of Labor, 55 Griffin Square Bldg., Room 503, Dallas, TX 75202.	(214) 767-4773
VII.....Missouri, Iowa, Nebraska, and Kansas.	OFCCP/ESA—Kansas City, U.S. Department of Labor, Fed. Off. Bldg.—Room 2000, 911 Walnut Street, Kansas City, MO 64106.	(816) 374-2695
VIII....North Dakota, South Dakota, Montana, Wyoming, Colorado, and Utah.	OFFCCP/ESA—Denver, US.S Department of Labor, Fed. Off. Bldg.—Room 1412, 1961 Stout Street, Denver, CO 80294.	(303) 837-5013
IX.....California, Nevada, Arizona, Hawaii, and Guam.	OFCCP/ESA—San Francisco, U.S. Department of Labor, Tishman Bldg.—Second Floor, 525 Market Street, San Francisco, CA 94105.	(415) 556-4904
X.....Alaska, Idaho, Oregon, and Washington.	OFCCP/ESA—Seattle, U.S. Department of Labor, Red. Off. Bldg.—Room 1023, 909 First Avenue, Seattle, WA 98174.	(206) 442-4503

U.S. DEPARTMENT OF LABOR

Employment and Training Administration—Regional Offices

Location	States Served
Region:	
I.....John F. Kennedy Building, Goverment Center, Boston, Massachusetts 02203, (617) 223-6439.	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
II.....1515 Broadway, New York, New York 10001, (212) 399-5445.	New Jersey, New York, Puerto Rico, and Virgin Islands.
III.....P.O. Box 8796, Philadelphia, Pennsylvania 19101, (215) 596-6336.	Delaware, Maryland, Pennsylvania, Virginia, and West Virginia.
IV.....1371 Peachtree Street NE., Atlanta, Georgia 30309, (404) 881-4411.	Alambama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.
V.....300 South Dearborn St., Chicago, Illinois 60604, (312) 353-0313.	Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.
VI.....555 Griffin Square Building, Rom. 317, Griffin and Young Streets, Dallas, Texas 75202, (214) 767-6894.	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.
VII.....Federal Building, 911 Walnut Street, Kansas City, Missouri 64106, (816) 374-3796.	Iowa, Kansas, Missouri and Nebraska.
VIII....Federal Office Building, 1961 Stout Street, Denver, Colorado 80202, (303) 837-4477.	Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.
IX.....Federal Building, 450 Golden Gate Avenue, San Francisco, California, (415) 536-7414.	Arizona, California, Hawaii, Nevada, American Samoa, Guam and Trust Territory.
X.....Arcada Plaza, 1321 Second Avenue, Seattle, Washington 98101, (206) 442-7700.	Alaska, Idaho, Oregon, and Washington.
D.C. Manpower Administration, 14th and E Streets NW., Washington, D.C. 20004, (202) 724-3973.	District of Columbia.

U.S. DEPARTMENT OF LABOR
Women's Bureau—Regional Offices

	Location	States Served
Region I Boston	Room. 1700-C, JFK Building, Boston, Massachusetts 02203, (617) 223-4036.	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.
Region II New York	1515 Broadway, Room 3575, New York, New York 10036, (212) 399-2935.	New Jersey, New York, Puerto Rico, and Virgin Islands.
Region III Philadelphia	15230 Gateway Building, 3535 Market Street, Philadelphia, Pennsylvania 19104, (215) 596-1183.	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia.
Region IV. Atlanta	1371 Peachtree Street NE., Room 536, Atlanta, Georgia 30309, (404) 881-4461.	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee.
Region V Chicago	230 South Dearborn St., 8th Floor, Chicago, Illinois 60604, (312) 353-6985.	Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin.
Region VI. Dallas	555 Griffin Square Building, #505, Griffin and Young Streets, Dallas, Texas 75202, (214) 767-6985.	Arkansas, Louisiana, New Mexico, Oklahoma and Texas.
Region VII Kansas City	2511 Federal Building, 911 Walnut Street, Kansas City, Missouri 64106, (816) 374-6108.	Iowa, Kansas, Missouri and Nebraska.
Region VIII Denver	14408 Federal Building, 1961 Stout Street, Denver, Colorado 80202, (303) 837-4138.	Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.
Region IX San Francisco	Room 10341, Federal Building, 450 Golden Gate Avenue, San Francisco, California 94102, (415) 556-2377.	Arizona, California, Hawaii, and Nevada.
Region X Seattle	Room. 4113, Federal Office Building, 909 First Avenue, Seattle, Washington 98174 (206) 442-1534.	Alaska, Idaho, Oregon, and Washington.

EEOC DISTRICT OFFICES

Atlanta District Office
Citizens Trust Building, 10th Floor
75 Piedmont Avenue, N. E.
Atlanta, GA 30303
(404) 221-4566
(Georgia, South Carolina)

Baltimore District Office
Rotunda Building, Suite 210
711 West 40th Street
Baltimore, MD 21211
(301) 962-3932
(Maryland, Virginia, District of Columbia)

Birmingham District Office
2121 Eighth Avenue, North
Birmingham, AL 35203
(205) 254-1166
(Alabama, Mississippi)

Charlotte District Office
403 N. Tryon Street, 2nd Floor
Charlotte, NC 28202
(704) 371-6431
(North Carolina)

Chicago District Office
Federal Building, Room 234
536 South Clark Street
Chicago, IL 60605
(312) 353-2687
(Illinois except S.W. Corner)
(See also St. Louis Office)

Cleveland District Office
Engineers' Building, Room 402
1365 Ontario Street
Cleveland, OH 44114
(216) 522-4793
(Ohio)

Dallas District Office
Corrigan Tower, 6th Floor
212 North St. Paul
Dallas, Texas 75201
(214) 767-4590
(Oklahoma, North and West Texas)
(See also Houston Office)

Denver District Office
1513 Stout Street, 6th Floor
Denver, CO 80202
(303) 837-2771
(Colorado, Montana, North Dakota, South Dakota,
and Wyoming)

Detroit District Office
Federal Building & Old Courthouse
231 West Lafayette Street, Room 461
Detroit, MI 48226
(313) 226-7636
(Michigan)

Houston District Office
Federal Building, Room 1101
2320 LaBranch
Houston, Texas 77004
(713) 226-5561
(Southeast and Southwest Texas)
(See also Dallas Office)

Indianapolis District Office
Federal Building, U.S. Courthouse
46 East Ohio Street, Room 456
Indianapolis, IN 46204
(317) 269-7212
(Indiana)

Los Angeles District Office
3255 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
(213) 798-3400
(Southern California, Nevada)

Memphis District Office
1407 Union Ave., Suite 502
Memphis, TN 38104
(901) 521-2617
(Tennessee, Kentucky)

Miami District Office
Dupont Plaza Center, Suite 414
300 Biscayne Blvd. Way
Miami, FL 33131
(305) 350-4491
(Florida, Canal Zone)

Milwaukee District Office
342 North Water Street, Room 612
Milwaukee, WI 53202
(414) 224-1185
(Wisconsin, Minnesota)

New Orleans District Office
F. Edward Herbert Federal Building
600 South Street
New Orleans, LA 70130
(504) 589-3842
(Louisana, Arkansas)

New York District Office
90 Church Street Room 1301
New York, NY 10007
(212) 264-7161
(New York, New England, Northern New Jersey, Puerto Rico, Virgin Islands)

Philadelphia District Office
127 North 4th Street, Suite 200
Philadelphia, PA 19106
(215) 597-7784
(Pennsylvania, Delaware, West Virginia, Southern New Jersey)

Phoenix District Office
201 North Centeral Ave., Suite 1450
Phoenix, AZ 85073
(602) 261-3882
(Arizona, New Mexico, Utah)

St. Louis District Office
1600 Olive Street
St. Louis, MO 63103
(314) 425-5571
(Missouri, Iowa, Nebraska, Kansas and Southwest Illinois)
(See also Chicago Office)

San Francisco District Office
1390 Market Street, Suite 325
San Francisco, CA 94102
(415) 556-0260
(Northern California, Hawaii, Guam, American Samoa, Northern Mariana Islands. Wake Island)

Seattle District Office
Dexter Horton Building
710 Second Avenue
Seattle, WA 98104
(206) 422-0976
(Washington, Alaska, Idaho, Oregon)

OFFICE OF PERSONNEL MANAGEMENT

Intergovernmental Personnel Programs

Region	Location	States Served
Atlanta	1340 Spring Street NW, Atlanta, Georgia 30309, (404) 257-2436.	Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee, North Carolina and South Carolina.
Boston	John W. McCormack Post Office and Courthouse Boston, Massachusetts 02109, (617) 223-2538.	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
Chicago	Federal Office Building, 29th Floor, 230 South Dearborn Street, Chicago, Illinois 60604, (312) 353-2901.	Illinois, Indiana, Michigan, Minnesota Ohio and Wisconsin.
Dallas	1100 Commerce Street, Dallas, Texas 75242, (214) 749-3352.	Arkansas, Louisiana, New Mexico, Oklahoma and Texas.
Denver	Building 20, Denver Federal Center, Denver, Colorado 80225, (303) 234-2023.	Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming.
New York	New Federal Building, 26 Federal Plaza, New York, New York 10007, (212) 264-4612.	New Jersey, New York, Puerto Rico, and Virgin Islands.
Philadelphia	William J. Green Jr., Federal Building, 600 Arch Street, Philadelphia, Pennsylvania 19106 (215) 597-4543.	Delaware, Maryland, Pennsylvania, Virginia and West Virginia.
St. Louis	1256 Federal Building, 1520 Market Street, St. Louis, Missouri 63103, (314) 279-4262.	Iowa, Kansas, Missouri and Nebraska.
San Francisco	Federal Building, Box 36010, 450 Golden Gate Avenue, San Francisco, California 94102, (415) 556-0581.	Arizona, California, Hawaii, Nevada, Guam, American Samoa and Trust Territory.
Seattle	Federal Building, 915 Second Avenue, 26th Floor, Seattle, Washington 98178, (206) 399-7536.	Alaska, Idaho, Oregon and Washington.

REGIONAL OFFICES FOR CIVIL RIGHTS

Region I
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont):
14th Floor
140 Federal Street
Boston, Massachusetts 02110
(617) 223-6397

Region II
(New Jersey, New York, Puerto Rico, Virgin Islands):
26 Federal Plaza
New York, New York 10007
(212) 264-4633

Region III
(Delaware, D.C., Maryland, Pennsylvania, Virginia, West Virginia):
Gateway Building
3535 Market Street
Post Office Box 13716
Philadelphia, Pennsylvania 19101
(215) 596-6772

Region IV
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee):
101 Marietta Street
10th Floor
Atlanta, Georgia 30303
(404) 221-5934

Region V
(Illinois, Indiana, Minnesota, Michigan, Ohio, Wisconsin):
300 South Wacker Drive
Chicago, Illinois 60606
(312) 353-2521

Region VI
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas):
1200 Main Tower Building
Dallas, Texas 75202
(214) 655-3951

Region VII
(Iowa, Kansas, Missouri, Nebraska):
Twelve Grand Building
1150 Grand Avenue
Kansas City, Missouri 64106
(816) 374-2474

Region VIII
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming):
Federal Building
1961 Stout Street
Denver, Colorado 80294
(303) 837-2025

Region IX
(Arizona, California, Hawaii, Nevada):
14th Floor
100 Van Ness Avenue
San Francisco, California 94102
(415) 556-8586

Region X
(Alaska, Idaho, Oregon, Washington):
Arcade Plaza Building MS 508
1321 Second Avenue
Seattle, Washington 98101
(206) 442-0473

APPENDIX G

This instrument, Survey of EEO/AA Resources, was used to obtain nominations from equal employment practitioners for items to be included in this Directory.

Advertisement

UNIVERSITY OF LOWELL

One University Avenue
Lowell, Massachusetts 01854
(617) 452-5000
Ext. 2379
Affirmative Action Office

As you are well aware, there is not presently available a single, comprehensive directory of resources for use by EEO and AA practitioners. With your help, we are planning to compile a Directory which will contain an annotated listing of as many resources as we can reasonably include. To keep the task manageable, we ask that you list only those resources which you have used with success.

Kindly complete the following survey by *April 30* and return it to the above address. Please feel free to make as many copies as necessary. Unless otherwise requested, contributors will be acknowledged in an appendix. Your cooperation is vital to the success of this project and is greatly appreciated. Please help!

Dr. Joan B. Cannon Dr. Eddie C. Smith

SURVEY OF EEO/AA RESOURCES

Name _____ Affiliation _____

1. List of Affirmative Action/Equal Employment Opportunity Consultants:
   a. Name, Address and Telephone
   b. One paragraph description of Services
2. Books, Articles, and Publications: (Exclude Legislation and Executive Orders)
   a. Author, Title, Publisher and Date
   b. One paragraph Review
3. Cassettes, Films, and Video-Tapes:
   a. Title, Publisher or Distributor and Date
   b. One paragraph description of each
4. Training Kits:
   a. Title, Publisher or Distributor and Date
   b. One paragraph description of each
5. If available, please attach a copy of your organization's Grievance Procedure.
6. Other resources not listed above:

Advertisement

SURVEY OF EEO/AA RESOURCES

Name _____ Affiliation _____

1. List of Affirmative Action/Equal Employment Opportunity Consultants:

   a. Name :
      Address :
      Telephone:

   b. One Paragraph Description of Services

2. Books, Articles, and Publications:

   a. Author :
      Title :
      Publisher:
      Date :

   b. One Paragraph Review

3. Cassettes, Films, and Video-Tapes:

   a. Title :
      Publisher or Distributor:
      Date :

   b. One Paragraph Description of Each of the Above

4. Training Kits:

   a. Title :
      Publisher or Distributor:
      Date :

   b. One Paragraph Description

5. If available, please attach a copy of your institution's Grievance Procedures.

6. We would appreciate any additional comments and/or information you may have that will further amplify your use of Affirmative Action/Equal Employment Opportunity materials and resources.